



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

Guide for Submission of Petition for Submission of Amendments

Rio de Janeiro
2019

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1. Guide for Submission of Petition for Submission of Amendments

The petition for submission of amendments is to present information and documents requested by INPI through a letter made available by a publication in the RPI of code 145, for the issuance of the Annotation or Registration Certificate or the dismissal of the process.

The complete procedure for submission of amendments consists of issuing the Brazilian Federal Revenue Collection Slip (GRU) with service code 412 and carrying out its protocol, 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 412 of Petition of Submission of Amendments has the following steps:

1.1.1 Access INPI's portal

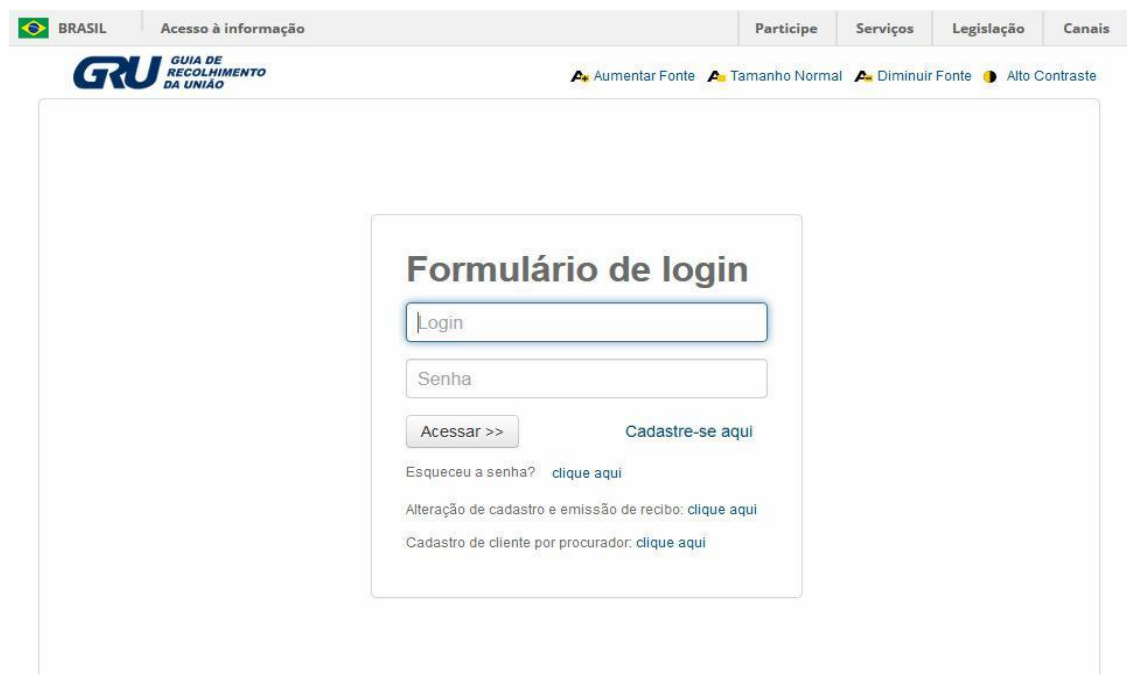
Access “Emita a GRU” (Issue the GRU) on the INPI’s website homepage (www.inpi.gov.br), as shown in the following figure:

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' (Quick Access) menu with a list of options: 'Faça uma busca', 'Veja a tabela de retribuição', 'Emita a GRU' (highlighted with a red arrow), 'Acesse o e-Marcas', 'Confira o e-Patentes', 'Veja o e-Desenho Industrial', 'Use o e-Contratos', 'Acesse o e-Software', 'Acompanhe a RPI', and 'Recupere login e senha'. At the bottom right, there is a banner for 'FRAUDE' (Fraud) with 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 screenshot shows the top navigation bar of the INPI website. It includes a Brazilian flag, the text "BRASIL", and "Acesso à informação". On the right, there 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 features a "Formulário de login" (Login Form) with the following elements:

- A title "Formulário de login".
- A text input field labeled "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) to select the client issuing the 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', 'Acesso à informação', 'Participe', 'Serviços', 'Legislação', and 'Canais'. Below this, the GRU logo and some accessibility options are visible. 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 'Dados do Cliente' section with a search icon (magnifying glass) next to it. A red arrow points to this search icon. Below the 'Dados do Cliente' section, there is a 'Dados do Serviço' section with two dropdown menus: 'Tipo de Serviço' and 'Serviço'. 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 option desired. And type in the field “Pesquise por” (Search for), as shown in the following figure.

The screenshot shows the 'Pesquisar Cliente' dialog box. At the top, there is a close button (X). Below this, there is a yellow banner with the text: 'Sr(a) Usuário, a busca é realizada respeitando os caracteres exatamente como informados.' Below the banner, there are two radio buttons for selecting the search mode: 'CPF / CNPJ / NINPI' (selected) and 'Nome ou Razão Social'. Below the radio buttons, there is a search input field labeled 'Pesquise por'. At the bottom of the dialog box, there is a 'Pesquisar' button. Red arrows point to the radio buttons.

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 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:

Dados do Serviço

Tipo de Serviço: ? --Selecione--

Serviço: --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 “Cumprimento de exigência em grau de recurso (412)” (Submission of amendments on appeal), 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: Cumprimento de exigência decorrente de exame técnico (412)

Processo administrativo: ?

Confirmar

After that, please inform the process number to which the petition is related to, in the 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: Cumprimento de exigência decorrente de exame técnico (412)

Processo administrativo: ? BR702018000XXXX

Confirmar

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:

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.

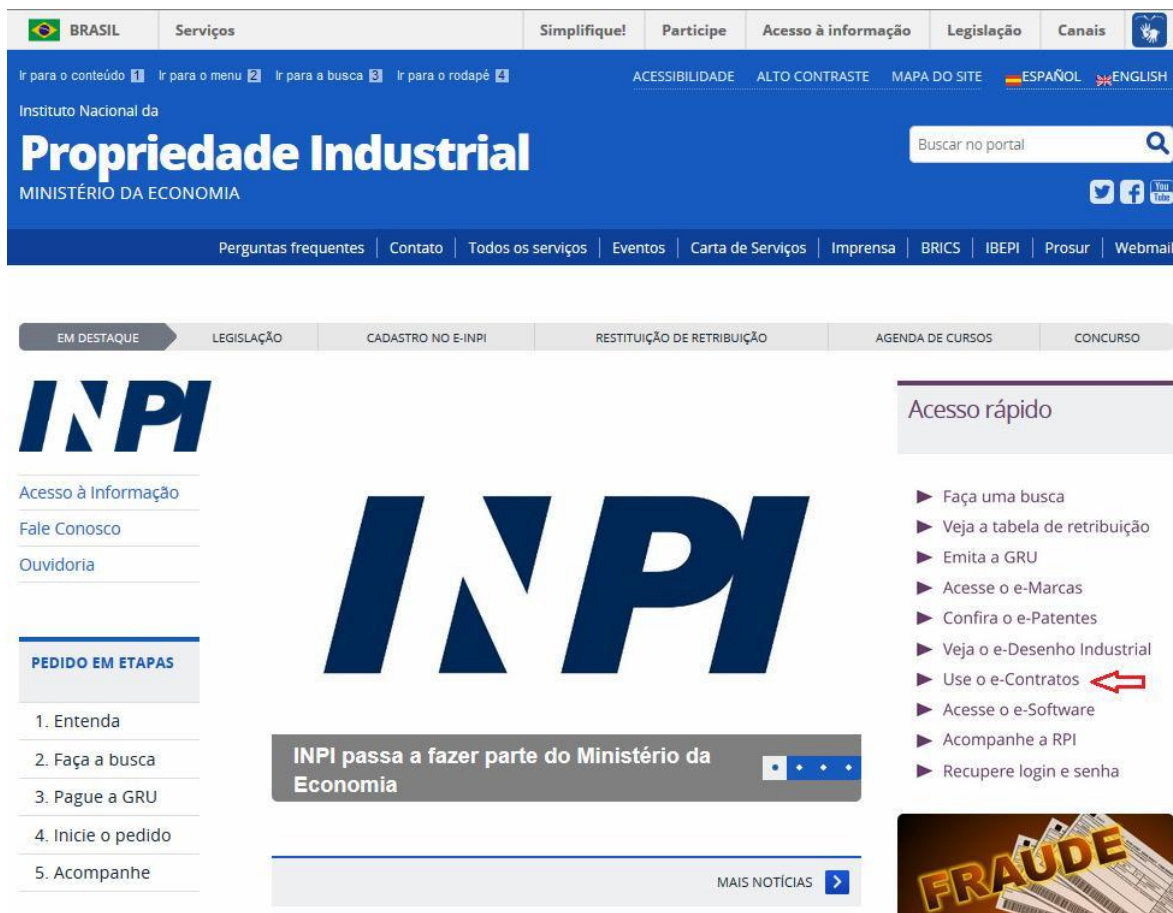
Cod.	Serviço	Valor
412	Cumprimento de exigência decorrente de exame técnico	120,00

Valor total: 120,00

1.2 Submission of petition for submission of amendments through the e-Contratos System

1.2.1 Accessing the e-Contratos System

After payment of the GRU, access the e-Contratos system, under “Use o e-Contratos” (Use the e-Contratos), 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, the '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

Login

Senha


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.

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

Cumprimento de exigência decorrente de exame técnico

00000241700931899

Identificação

Petição relacionada com processo INPI nº :

702018000 xxxx

Dados do Requerente

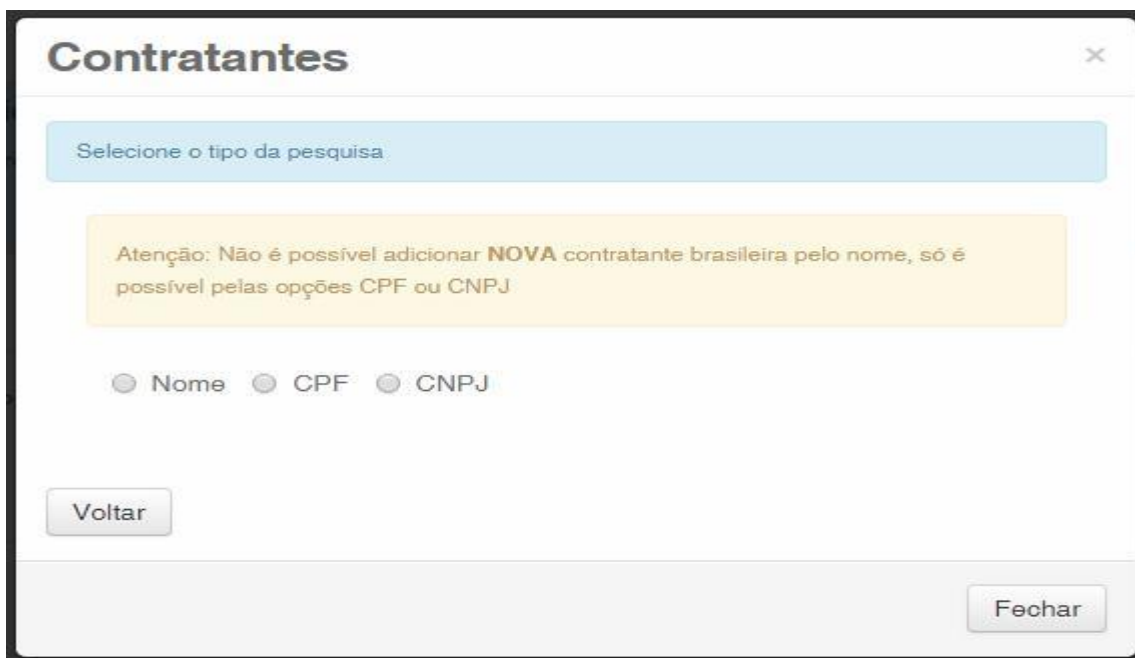
[Adicionar Requerente](#)

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". Underneath this box are two buttons: "BRASILEIRA" and "ESTRANGEIRA". At the bottom right of the dialog box 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 box is a yellow warning box that reads "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 of the dialog box is a "Voltar" button, and at the bottom right is a "Fechar" button.

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

The screenshot shows a window titled "Contratantes" with a search form. At the top, there is a light blue bar with the text "Informe os dados da Requetente". Below this, there is a text input field for "Nome:" containing the text "PESQUISE PELO NOME DA CONTRATANTE". Underneath is a dropdown menu for "País:" with the text "-- selecione o seu país --". To the right of the dropdown is a "Pesquisar" button. To the left of the dropdown is a "Voltar" button. At the bottom right of the window 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 screenshot shows the "Anexos" section of a form. At the top, there is a yellow warning box with the text "Aviso! O(s) anexo(s) obrigatório(s) é(ão) : Estatuto, Contrato Social ou Ato Constitutivo com última alteração consolidada - GRU e Comprovante de Pagamento -". Below this, there is a dropdown menu for "Anexos:" with the text "...Escolha um Anexo ...". A red circle highlights the dropdown arrow. To the right of the dropdown is a green "+ Adicionar" button. To the right of this is a text input field for "Outros:" with the text "Outros ...". To the right of the input field is another green "+ Adicionar" button.

The screenshot shows the "Anexos" section of a form, similar to the previous one. The dropdown menu for "Anexos:" is open, showing a list of options: "...Escolha um Anexo ...", "Carta Justificativa", "Procuração", "Tradução da Procuração", "Aditivo", "Tradução do Aditivo", "Estatuto, Contrato Social ou Ato Constitutivo com última alteração consolidada", and "GRU e Comprovante de Pagamento". Below the dropdown menu, there is a "Dados" section with fields for "Matricul", "Nº OAB:", and "CPF:". The "CPF:" field contains the value "00000000191".

Note that submitting the proof of payment of the GRU, with the title “GRU e Comprovante de Pagamento” (GRU and Proof of Payment) and the Last amendment to the assignee company’s articles of association including the restatement with the title “Estatuto, Contrato Social ou Ato Constitutivo com última consolidação” (Bylaws, Articles of Association or Charter with latest restatement) 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	Mensagem 589167.pdf	1	Q
✓ Estatuto, Contrato Social ou Ato Constitutivo com última alteração consolidada	Mensagem 589167.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 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 user greeting "Seja bem-vindo" and a link "Sair do Sistema". A "Certificado Digital" logo is visible on the left. A green arrow points to a red circle containing the text "Clique Aqui!" followed by "Para receber seu Formulário Eletrônico". In the center, the following information is displayed: "Número do Protocolo - 880180000038", "Nosso Número - 00000241700929134", and "Data de envio do formulário - 19/06/2018 16:10". Below this, there is a message: "Obrigado por acessar o e-Contratos." followed by two paragraphs of explanatory text. At the bottom center, there is a button labeled "<< Voltar ao Início".