



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

Guide for Submission of Petition for Submission of Amendments on appeal

Rio de Janeiro
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1. Guide for Submission of Petition for Submission of Amendments on appeal

The petition for submission of amendments on appeal is intended to present information and documents requested by the National Institute of Industrial Property – INPI through publication in the Industrial Property Journal (RPI) of code 060.

The complete procedure for submission of amendments consists of issuing the Brazilian Federal Revenue Collection Slip (GRU) with service code 432 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 432 of the Petition for Submission of Amendments on appeal includes the following steps:

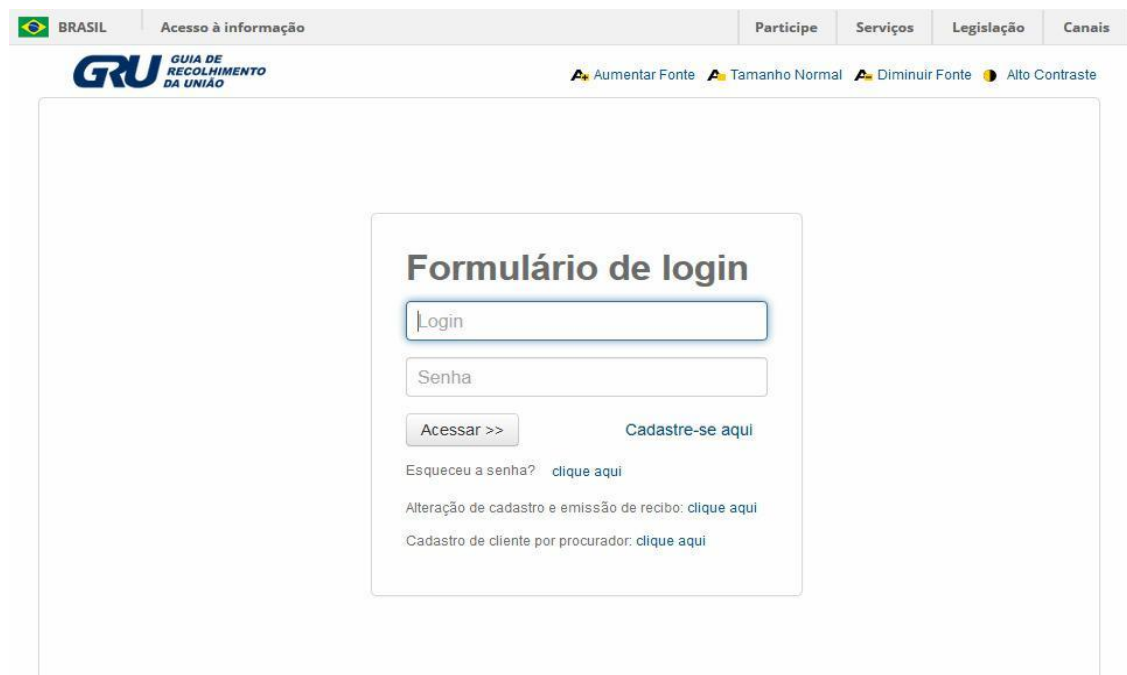
1.1.1 Accessing the INPI's Portal

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, a search bar is present with the text 'Buscar no portal'. The main header features the INPI logo and the text 'Instituto Nacional da Propriedade Industrial' and 'MINISTÉRIO DA ECONOMIA'. A secondary navigation bar includes links for 'Perguntas frequentes', 'Contato', 'Todos os serviços', 'Eventos', 'Carta de Serviços', 'Imprensa', 'BRICS', 'IBEPI', 'Prosur', and 'Webmail'. 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'. 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, 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 section titled 'Acesso rápido' with a list of quick links: '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' 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.



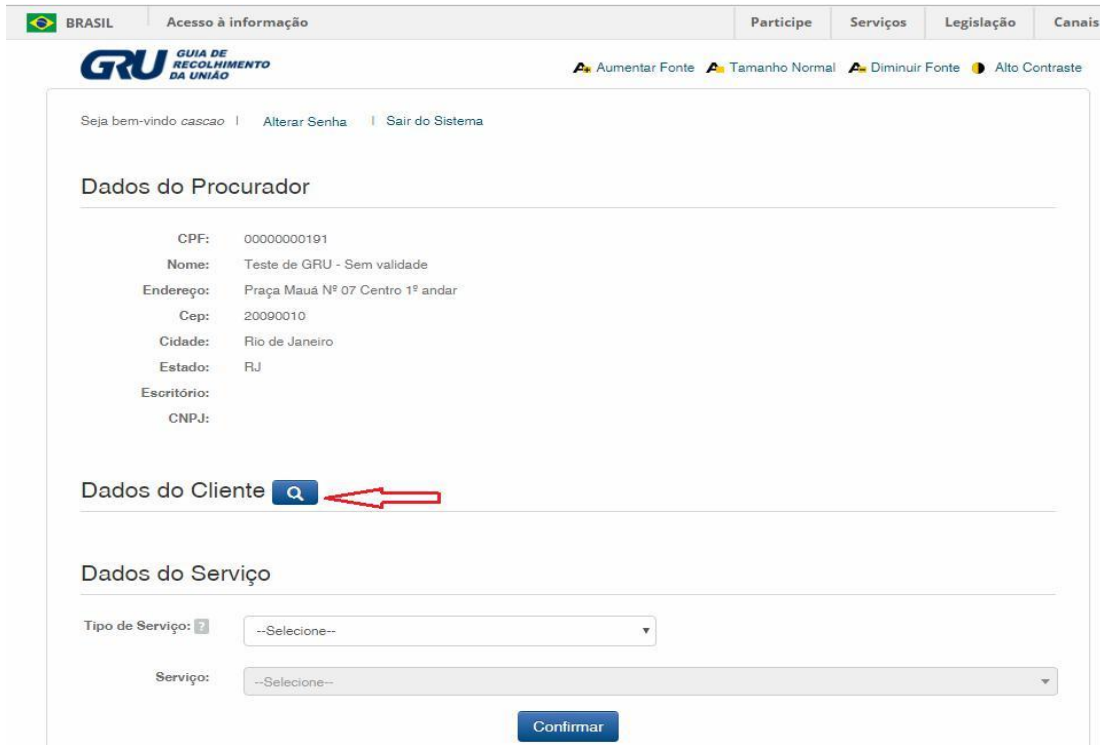
The screenshot shows the top navigation bar of the website with the following elements: a Brazilian flag icon, the text "BRASIL", "Acesso à informação", and menu items "Participe", "Serviços", "Legislação", and "Canais". Below the navigation bar is the logo for "GRU GUIA DE RECOLHIMENTO DA UNIÃO" and 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 fields and options:

- 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 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.



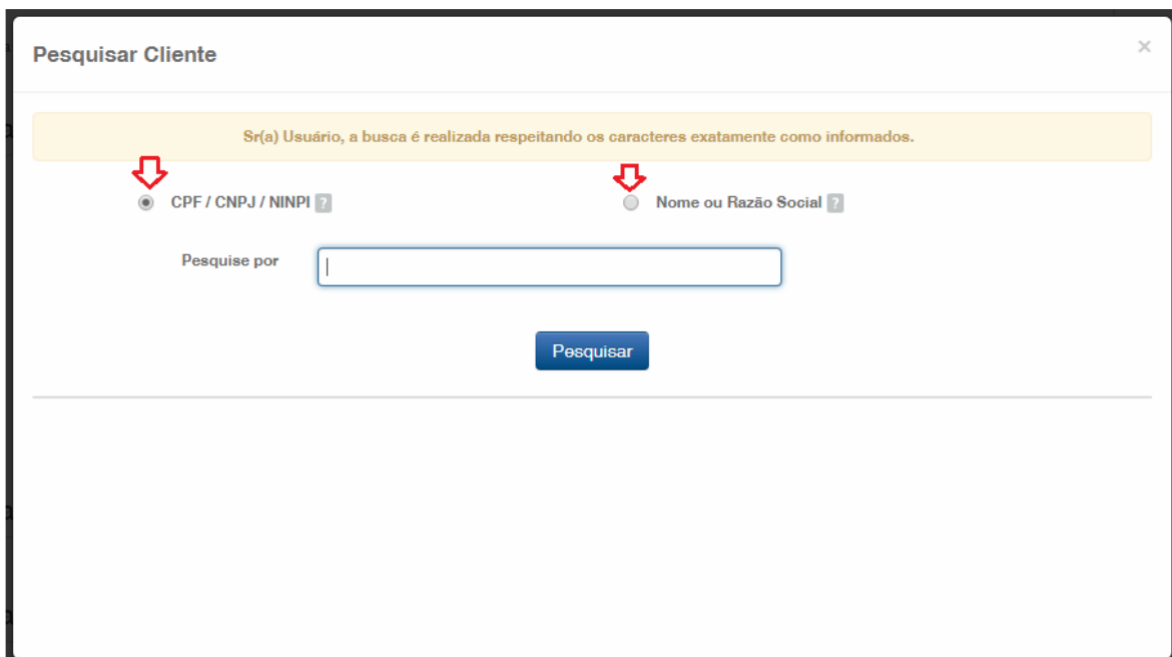
The screenshot shows the GRU (Guia de Recolhimento da União) interface. At the top, there is a navigation bar with "BRASIL" and "Acesso à informação". Below this, the GRU logo is displayed. The main content area is titled "Dados do Procurador" and contains the following information:

- 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 "Dados do Cliente" section with a magnifying glass icon  next to it, which is highlighted by a red arrow. Below this, 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" search form. 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 red arrow points to the first radio button, and another red arrow points to the second radio button. Below the input field, there is a "Pesquisar" button.

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	XXXXXXXXXXXX	Selecionar
12112010143811	XXXXXXXXXXXX	Selecionar
FR0007649314	XXXXXXXXXXXX	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: XXXXXXXXXXXXXXX
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 (432)*” (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 em grau de recurso (432)

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 em grau de recurso (432)

Processo administrativo: ? BR702018000 xxxx

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:

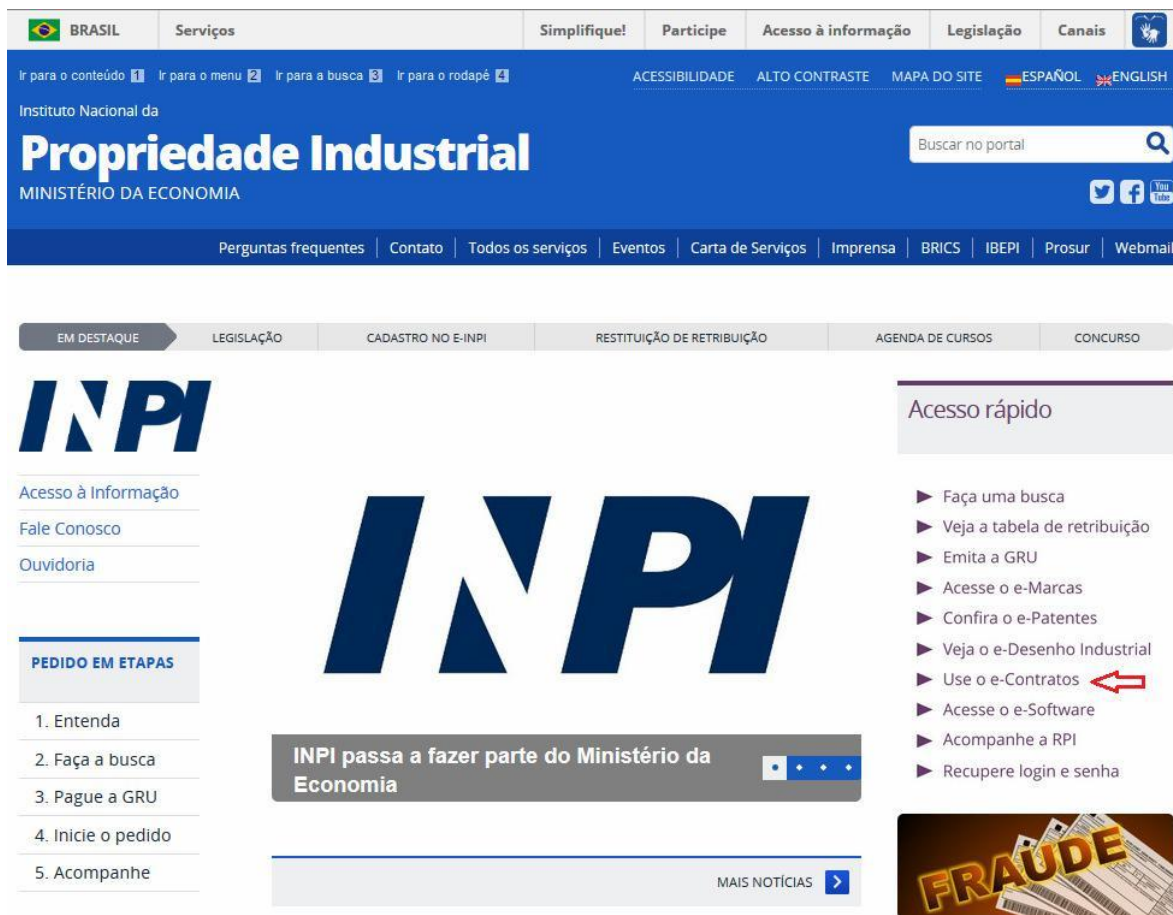
Sr(a) Usuário: Confira o serviço antes de acionar a opção "Finalizar Serviço". Não concordando com o serviço selecionado, acione a opção "Cancelar Serviço". Para que o seu pedido seja aceito, é obrigatório o pagamento da GRU na rede bancária, antes do envio do formulário.

Cod.	Serviço	Valor
432	Cumprimento de exigência em grau de recurso	130,00
Valor total:		130,00

1.2 Submission of petition for submission of amendments on appeal 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 for '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 in the top right corner. 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 INPI logo and a large banner with the text 'INPI passa a fazer parte do Ministério da Economia'. On the right side, there is a 'Acesso rápido' (Quick Access) menu with the following items: 'Faça uma busca', 'Veja a tabela de retribuição', 'Emita a GRU', 'Acesse o e-Marcas', 'Confira o e-Patentes', 'Veja o e-Desenho Industrial', 'Use o e-Contratos' (highlighted with a red arrow), 'Acesse o e-Software', 'Acompanhe a RPI', and 'Recupere login e senha'. Below this menu is a banner with the word 'FRAUDE' and an image of a document.

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.

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 em grau de recurso
00000241700931988

Identificação

Petição relacionada com processo INPI nº :



Fill out the box with the Short Description of the request being made, as shown in the figure below:

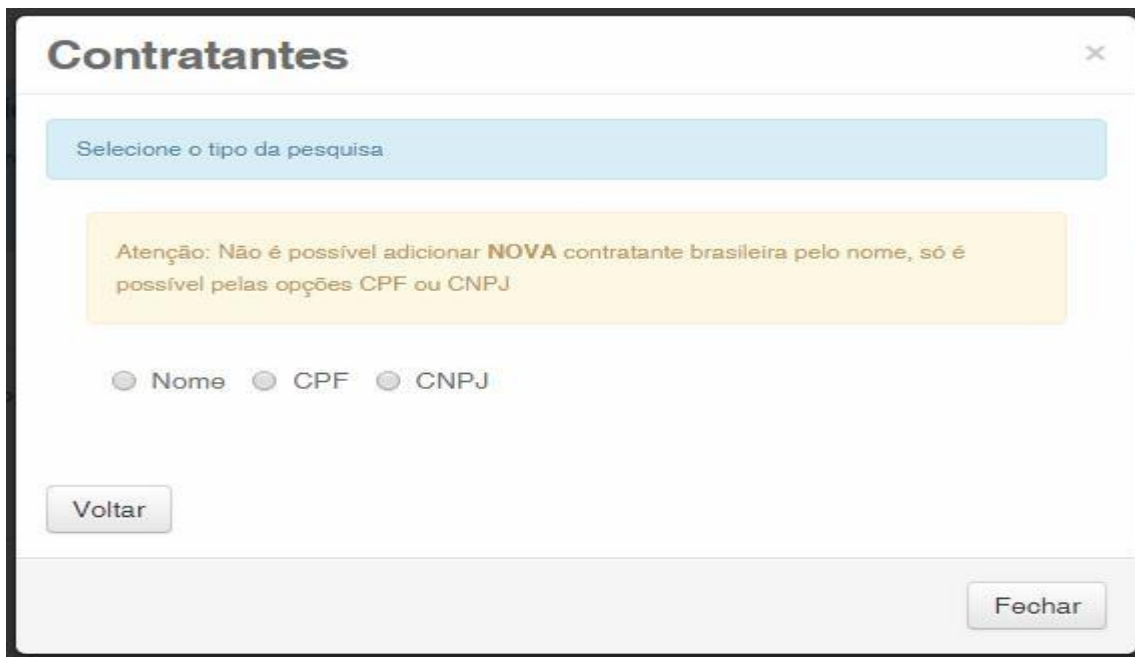
Descrição Resumida do Objeto: (até 200 caracteres):

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, 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, there 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 light 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 the name field is a dropdown menu labeled "País:" with the text "-- selecione o seu país --". To the right of the form is a "Pesquisar" button, and to the left is a "Voltar" button. At the bottom right of the interface 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:

This screenshot shows the "Anexos" section of the interface. At the top, it says "Anexos". Below that is a yellow warning box with the text "Aviso! O(s) anexo(s) obrigatório(s) é(ão) : GRU e Comprovante de Pagamento -". Underneath the warning, there are two file selection options: "Anexos:" followed by a dropdown menu with "--Escolha um Anexo --" and a green "+ Adicionar" button, and "Outros:" followed by a text input field with "Outros ..." and another green "+ Adicionar" button. A red circle highlights the dropdown arrow in the "Anexos:" field.

This screenshot shows the "Anexos" section with the dropdown menu open. The dropdown menu lists the following options: "--Escolha um Anexo --", "Carta Justificativa", "Procuração", "Tradução da Procuração", "Aditivo", "Tradução do Aditivo", "Fatura", "Tradução da Fatura", "Estatuto, Contrato Social ou Ato Constitutivo com última alteração consolidada", and "GRU e Comprovante de Pagamento". To the left of the dropdown menu, there is a "Dados" section with fields for "Matricu", "Nº OAB", and "CPF:". The "Matricu" field is highlighted in blue.

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:

Documentos Anexados			
Descrição	Nome	Número de Páginas	Visualizar
✓ GRU e Comprovante de Pagamento	Carta de averbacao.pdf	1	🔍

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 submission of amendments on 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 options: "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" icon is visible. A green arrow points to a red circle containing the text "Clique Aqui! Para receber seu Formulário Eletrônico". Below this, the following information is displayed: "Número do Protocolo - 880180000038", "Nosso Número - 00000241700929134", and "Data de envio do formulário - 19/06/2018 16:10". At the bottom left, there is a message: "Obrigado por acessar o e-Contratos." followed by two paragraphs of text explaining the process and the importance of the GRU payment. At the bottom right, there is a button labeled "<< Voltar ao Início".