



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

Guide for Submission of Petition for Copy of the Certificate

Rio de Janeiro
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1. Guide for Submission of Petition for Copy of the Certificate

The petition for Copy of the Certificate is intended for the request of a copy of the certificate of annotation and/or registration, already issued by this coordination.

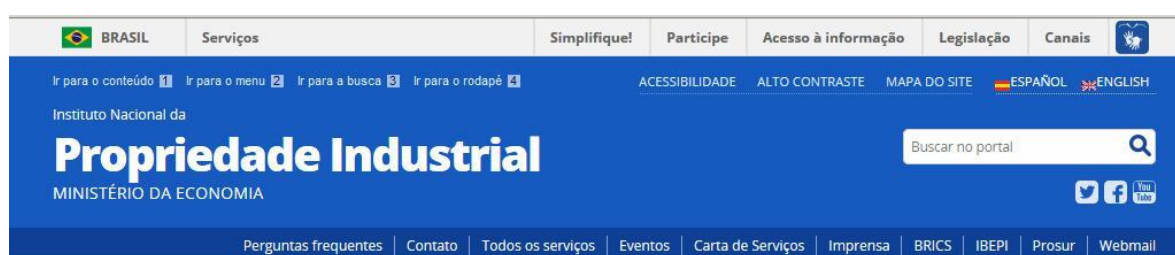
The complete procedure for submission of amendments, consists of issuing the Brazilian Federal Revenue Collection Slip (GRU) with service code 415, and carrying out its protocol, in the e-Contratos system, as detailed below.

1.1 Issuance of the Brazilian Federal Revenue Collection Slip

The issuance of the Brazilian Federal Revenue Collection Slip with code 415 of Petition for Copy of the certificate has the following steps:

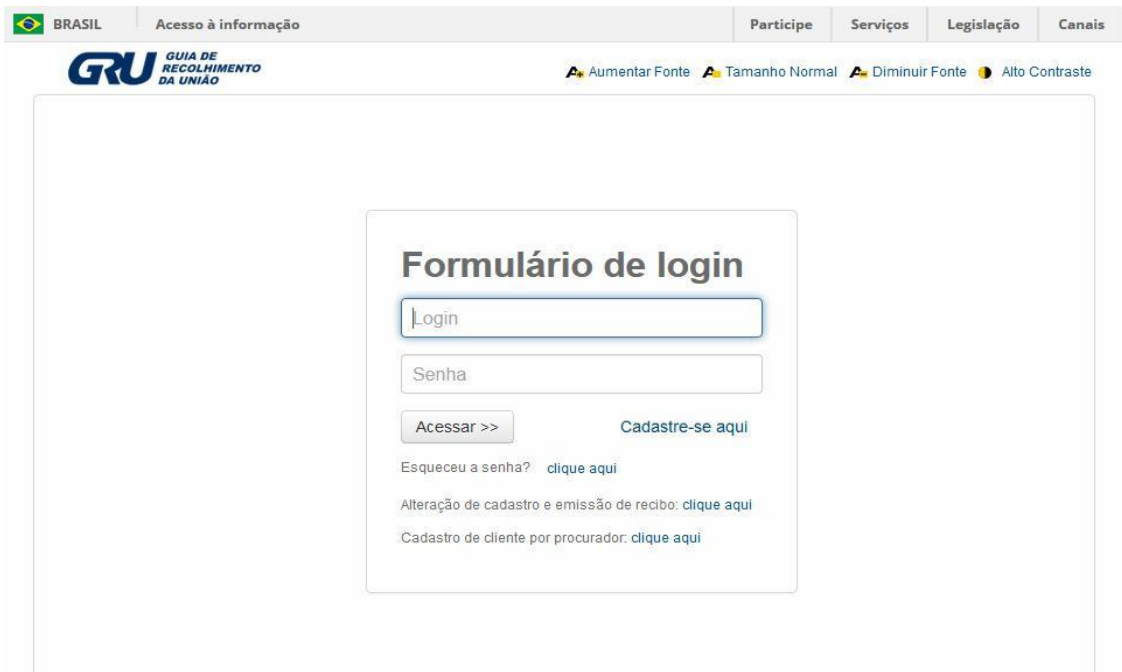
1.1.1 Access INPI's portal

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



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 for the 'GRU' (Guia de Recolhimento da União). The page has a header with a navigation menu containing 'Participe', 'Serviços', 'Legislação', and 'Canais'. Below the header, there are 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:

- Formulário de login** (Login Form) title
- Input field for 'Login' (username)
- Input field for 'Senha' (password)
- 'Acessar >>' button
- 'Cadastre-se aqui' link
- 'Esqueceu a senha? clique aqui' link
- 'Alteração de cadastro e emissão de recibo: clique aqui' link
- 'Cadastro de cliente por procurador: clique aqui' link

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 top navigation bar with 'BRASIL' and 'Acesso à informação'. Below it are links for 'Participe', 'Serviços', 'Legislação', and 'Canais'. The main header includes the 'GRU GUIA DE RECOLHIMENTO DA UNIÃO' logo and accessibility options: 'Aumentar Fonte', 'Tamanho Normal', 'Diminuir Fonte', and 'Alto Contraste'. The user is logged in as 'cascao' with options to 'Alterar Senha' or 'Sair do Sistema'. The 'Dados do Procurador' section displays 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:
- GNPJ:

Below this, the 'Dados do Cliente' section has a search icon (magnifying glass) next to the label, which is highlighted by a red arrow. The 'Dados do Serviço' section contains two dropdown menus: 'Tipo de Serviço' (set to '--Selecione--') and 'Serviço' (set to '--Selecione--'). A 'Confirmar' button is located at the bottom of the form.

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 a modal window titled 'Pesquisar Cliente'. At the top, a yellow banner contains the text: 'Sr(a) Usuário, a busca é realizada respeitando os caracteres exatamente como informados.' Below this are two radio button options: 'CPF / CNPJ / NINPI' (which is selected) and 'Nome ou Razão Social'. A red arrow points to the selected option. Below the options is a text input field labeled 'Pesquise por' with a blue border. A 'Pesquisar' button is positioned below the input field.

Type the CPF/CNPJ or part of the Name/Corporate Name and the options for selection shall be listed.

Pesquisar Cliente

CPF / CNPJ / NINPI ? Nome ou Razão Social ?

Pesquise por

Pesquisar

Exibindo 1 até 10 de 45 linhas 10 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: ? --Selecione-- ▼

Serviço: --Selecione-- ▼

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 “Serviço” (Service), and select “Segunda via de certificado de averbação/registro (415)” (Copy of the certificate of annotation and/or registration), 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: Segunda via de certificado de averbação/registro (415)

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: Segunda via de certificado de averbação/registro (415)

Processo administrativo: ? BR702018000 xxxx

Confirmar

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

Dados do Serviço

Tipo de Serviço:

Serviço:

Processo administrativo:

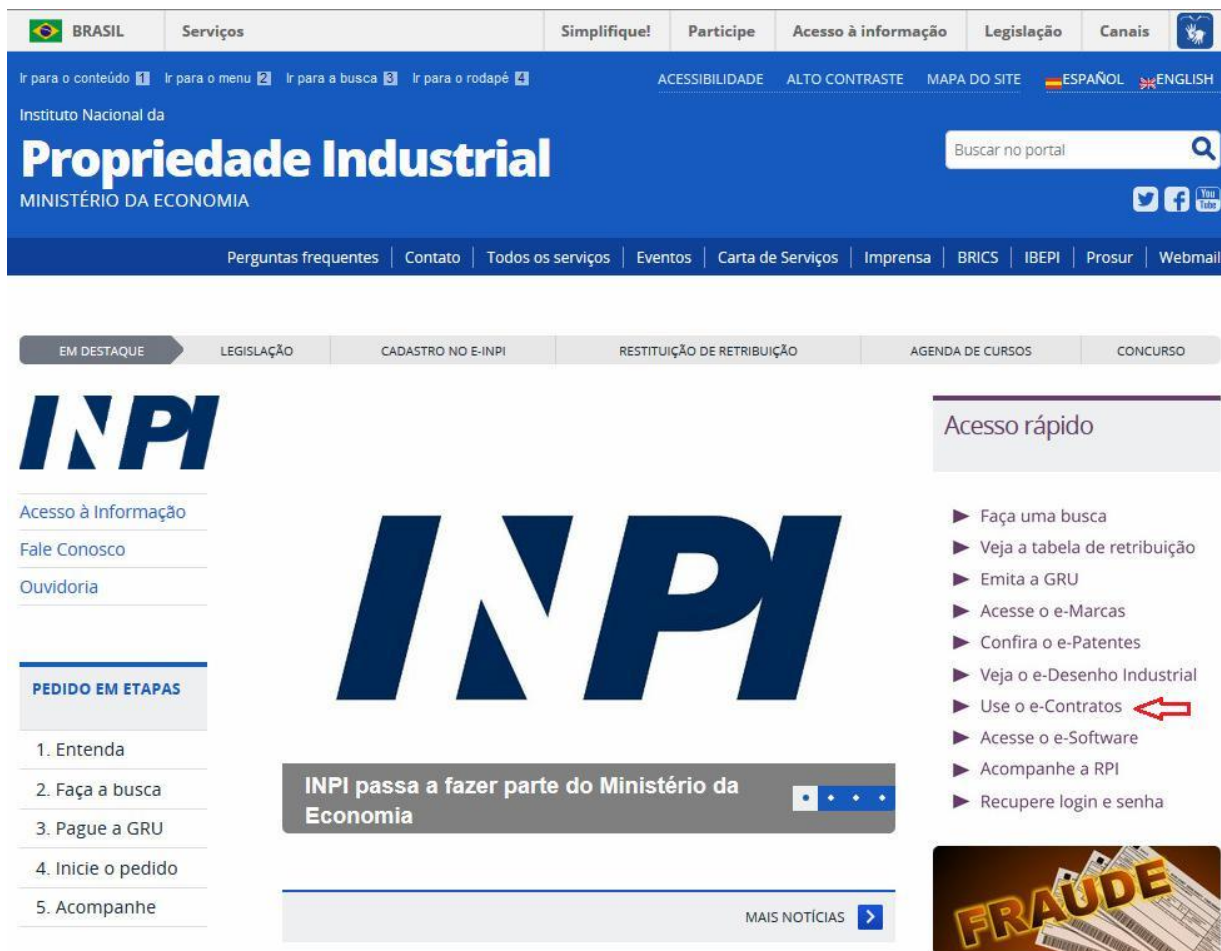
Sr(a) Usuário: Confira o serviço antes de acionar a opção "Finalizar Serviço". Não concordando com o serviço selecionado, acione a opção "Cancelar Serviço". Para que o seu pedido seja aceito, é obrigatório o pagamento da GRU na rede bancária, antes do envio do formulário.

Cod.	Serviço	Valor
415	Segunda via de certificado de averbação/registro	140,00
Valor total:		140,00

1.2 Submission of petition for Copy of the certificate 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 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 main content area features the INPI logo and a large 'INPI' graphic. A sidebar on the left lists '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 'FRAUDE' warning banner.

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 figure below:

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
Segunda via de certificado de averbação/registro
00000241700932992

Identificação

Petição relacionada com processo INPI nº :



1. it is necessary to inform the number of the Certificate that you want a copy, in the specific field, shown in the following figure:

Seja bem-vindo | Sair do Sistema

Coordenação Geral de Contratos de Tecnologia

Segunda via de certificado de averbação/registro

00000241700932992

Identificação

Petição relacionada com processo INPI nº :

702018000-xxxx

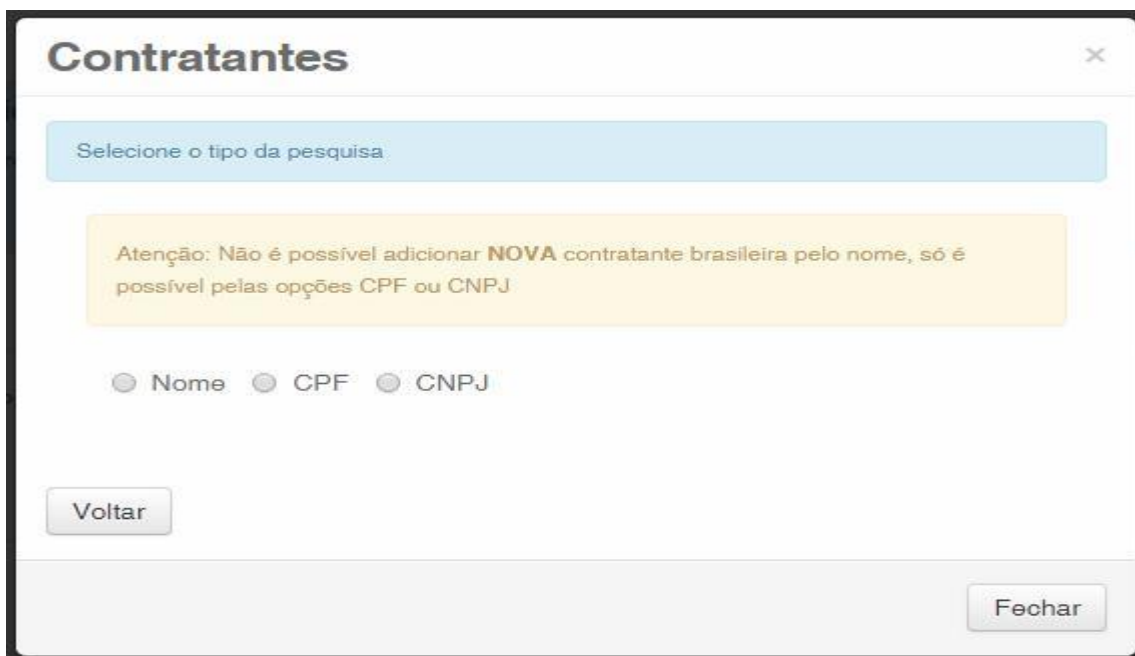
Nº do Certificado de Averbação que deseja 2ª via :

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, 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 blue bar with the text "Informe os dados da Requetente". Below this, there is a text input field labeled "Nome:" containing the placeholder 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 of the dropdown 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 screenshot shows the "Anexos" section of the interface. At the top, there is a yellow warning box with the text "Aviso! O(s) anexo(s) obrigatório(s) é(ão) : GRU e Comprovante de Pagamento -". Below the warning, there is a dropdown menu labeled "Anexos:" with the text "---Escolha um Anexo ---" and a red circle around the dropdown arrow. To the right of the dropdown is a green "+ Adicionar" button. Further right, there is a text input field labeled "Outros:" with the text "Outros ..." and another green "+ Adicionar" button.

This screenshot is similar to the previous one, but the dropdown menu is open, showing a list of document titles. The titles are: "---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. The "Dados" label is visible on the left side of the dropdown menu.

Note that submitting the proof of payment of the GRU, with the title "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	GRU e Comprovante de Pagamento.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 may be printed or recorded, as shown in the following figure:



The screenshot displays the e-CONTRATOS web 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 "Certificado Digital" logo is visible. A green arrow points to a button labeled "Clique Aqui!" which is circled in red. Below this, the text reads "Para receber seu Formulário Eletrônico". The central part of the screen displays the following information:

- Número do Protocolo - 880180000038
- Nosso Número - 00000241700929134
- Data de envio do formulário - 19/06/2018 16:10

Below this information, there is a message: "Obrigado por acessar o e-Contratos." followed by two paragraphs of text explaining the process and the importance of the payment confirmation. At the bottom center, there is a button labeled "<< Voltar ao Início".