

How to pay the fees to WIPO for an international application:

At the moment of the submission of the international application through the Madrid Protocol, **fees are owed to INPI and WIPO**. The fee owed to **INPI** for service **3004** (*Certificação de Pedido Internacional para transmissão à Secretaria Internacional* (Certificate of International Application for transmission to the International Bureau)), must be paid directly to INPI, by issuing the GRU in the PAG system before filling out the MM2 electronic form in the e-Marcas system. The fees owed to WIPO for the international application (basic fees and fees of the designated countries) must be paid to WIPO's International Bureau.

To calculate the total amount owed to WIPO, which must be indicated in a specific field in the MM2 electronic form in the e-Marcas system (field "Grand total (Swiss francs)/Gran total (Francos suíços)"), the user only has to access **WIPO's International Application Simulator** (https://www.wipo.int/madrid/en/madrid_simulator) and inform: i) the countries where he wishes to request protection of his trademark; and ii) the number of classes of goods and services desired for each designated country (or each member of the Madrid Protocol, for international organizations such as EUIPO or OAPI).

We hereby clarify that the party responsible for the payment may be someone who is not the applicant.

To pay WIPO, there are **four payment methods**, one of them exclusive to users domiciled in Europe (postal transfer).

They are detailed at WIPO's website, at:

https://www.wipo.int/madrid/en/how_to/manage/payment.html

In short, they are:

- **1) Bank transfer to WIPO's account:** [Account](#)

name: WIPO / OMPI
Credit Suisse, CH-1211 Geneva 70
IBAN: CH51 <u>0483 5048 7080 8100</u>
<u>Q</u> Swift: CRESCHZZ80A

When filling out the MM2 electronic form at the e-Marcas, if the applicant has chosen bank transfer, he must select the option "Payment made to WIPO bank account" at the last part of the form and insert the number of the proof of payment and its date in the field "Payment identification".

If the applicant has already received WIPO's confirmation of receipt of payment, the applicant may insert the number sent by WIPO in the field "Payment received and acknowledged by WIPO".

If the applicant **still does not have a proof of transfer number** when filling out the form, he may leave the payment identification number blank and, over the next days, access WIPO's tool called **Contact Madrid** (<https://www3.wipo.int/contact/en/madrid/>). In this tool, the applicant must use the number of his **national basic application or registration** (or one of them, if he has indicated more than one basic application or registration) as the reference number for WIPO, and inform the payment data, so that WIPO is able to reconcile the payment when it receives the international application (keep in mind that, when WIPO receives the application, the applicant still does not have an international registration IRN number, which will only be provided after WIPO has validated the compliance of the application, including the full payment of the fees). When accessing the **Contact Madrid** (<https://www3.wipo.int/contact/en/madrid/>), the applicant must inform:

- a) National Basic Application or Registration Number
- b) Trademark Requested
- c) Name of the Applicant
- d) Name of the Payer (if it is someone other than the applicant)
- e) Payer's full address
- f) Code of the Operation (EN – for International Application)
- g) It is also possible to upload the proof of payment

More information available at:

https://www.wipo.int/finance/en/madrid.html#accordion_collapse_03

- **2) Current Account at WIPO that already existed at the moment of submission of the international application**

To open an account, it is necessary to make a previous bank transfer and leave a minimum balance which is currently two hundred Swiss francs (CHF200).

When filling out the MM2 electronic form at the e-Marcas, if the user chooses this payment method, he must select the option "The International Bureau is hereby instructed to debit the required amount of fees from a current account opened with the International Bureau" and inform the account data.

More information available at: https://www.wipo.int/finance/en/current_account/.

- **3) Credit Card**

At the present moment, WIPO offers the option to pay the fees for the international application by credit card only after a notice of nonconformity is issued in an international application due to lack of payment.

Accordingly, if the applicant wishes to pay the international application by credit card, he must inform in the MM2 electronic form at the e-Marcas system only the amount obtained in the simulator (https://www.wipo.int/madrid/en/madrid_simulator), leaving the other “*Método de Pagamento*” fields blank. The applicant must await a notice of nonconformity due to lack of payment from WIPO. WIPO will send instructions about electronic payment of the fees (“e-payment”) with the notice of nonconformities, as indicated in item B.I.08.06, page B.I.12, of the Guide to the International Registration of Marks (available at https://www.wipo.int/edocs/pubdocs/en/wipo_pub_455_2019.pdf).

More information may be accessed at:

https://www.wipo.int/finance/en/madrid.html#accordion_collapse_02

- **4) Postal Transfer, option exclusive to users domiciled in Europe.**

Recommendations and Key Points:

We emphasise that the procedures regarding the payments due to WIPO must be made at WIPO’s own International Bureau.

More clarification on payments and fees may be obtained at WIPO’s official page (<https://www.wipo.int/finance/en/madrid.html>), as well as at the electronic communications channel “Contact Madrid” (<https://www3.wipo.int/contact/en/madrid/>).

It is recommended that the applicant pays the fees at WIPO before submitting an international application through INPI, in order to prevent delays in the progress of his application because of notices of nonconformities due to lack of payment.

Nonetheless, we reiterate that, currently, WIPO offers the option to pay by credit card only after a notice of nonconformity is issued in an international application due to lack of payment. In this case, the payment will be made only after the submission of the international application.

Failure to pay the fees to WIPO implies abandonment of the international application.

WIPO’s **e-payment** system (https://www.wipo.int/madrid/en/how_to/manage/payment.html) is available only for **extensions of the effective period and payments arising from a notice of nonconformity.**