



Republic of the Philippines
 Department of Finance
 Bureau of Customs



INTELLIGENCE AND ENFORCEMENT GROUP
 INTELLECTUAL PROPERTY UNIT

Checklist for Recordation of IPR

- 1. Properly accomplished BOC-IPU Recordation Form
 - 1.1. General Information Form (Form 1)
 - 1.2. Product Information Form (Form 2) *one form per product*
 - 1.3. Importer Information Form (Form 2.1) *one form per importer of this product*
 - 1.4. Supplier Information Form (Form 2.2) *one form per supplier of this product*
 - 1.5. Broker Information Form (Form 2.3) *one form per broker of this product*
 - 1.6. Distributor Information Form (Form 2.4) *one form per distributor of this product*
 - 1.7. Warehouse Information Form (Form 2.5) *one form per warehouse of this product*
- 2. Affidavit of applicant's rightful ownership of IPR
- 3. Sample of item
- 4. If registered with IPO, three (3) certified true copies of IPO Certificate of Registration
- 5. If not registered with IPO, three (3) certified true copies of decision or resolution of court or competent authority declaring claim to IPR
- 6. For copyright and related rights, affidavit by IPR owner (or agent) that copyright subsists in the work, he is the copyright owner, and copy of the annexed work is a true copy
- 7. Electronic image (.bmp, .jpeg, or .gif format) of the IPR mark and products (submit in diskette or compact disk)
- 8. Complaints Form, if applicable

For questions and clarifications about recordation, please contact:

Ms. BENG C. MENDOZA
 Special Assistant for Administration
 Intellectual Property Unit
 3rd Floor IEG Building, Bureau of Customs
 South Harbor, Manila 1099
 Office Phone : (02) 527-97-56
 TeleFax : (02) 527-97-58
 E-mail Address : mc_mendoza77@hotmail.com
 Web Site : www.ieg.boc.gov.ph



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FORM 1 - GENERAL INFORMATION

Date Received : ___ / ___ / ___ Received By : _____
Date Approved : ___ / ___ / ___ Recordation# : _____

- 1.1. IPR to be registered Patent Trademark Design
 Copyright Plant Breeder Utility Model

1.2. Detailed Description of IPR *(use additional sheets if needed)*

1.3. IPO Registration Number _____
1.4. Date of Issuance _____ 1.5. Date of Expiration _____
1.6. Registration details with other regulating agencies *(other than IPO and BOC-IPU)*

1.7. IPR Owner _____
1.8. IPR Owner's Address : Number _____ Building _____
Street Name _____
City / Municipality / Province _____
State _____ Country _____

1.9. Type of Firm Corporate Partnership Sole Proprietorship

1.10. Representatives in the Philippines _____

1.11. Representatives' Contact Details :
Contact Person-in-Charge _____
Title/Designation in Company _____
Office Address Number _____ Building _____
Street Name _____
City / Municipality / Province _____
Zip Code _____

Office Phone Number _____
Fax Number _____
E-mail Address _____

IPR : _____ PRODUCT # _____ OF _____

FORM 2 - PRODUCT INFORMATION

- 2.1. Classification _____
- 2.2. HS Code _____
- 2.3. Brand Name _____
- 2.4. Model Name _____
- 2.5. Description or specification of the product

- 2.6. Estimated Price Range per unit : from _____ to _____
- 2.7. Date when this product was introduced in the Philippines _____ ;
- 2.8. Is this product exclusively marketed in the Philippines? YES NO
- 2.9. Is this product currently available in the Philippine market? YES NO
- 2.10. Is a sample of the product submitted to BOC-IPU? YES NO
- 2.11. If yes, the item was received by _____
- 2.12. Is a digital image submitted (in diskette or CD) to BOC-IPU? YES NO
- 2.13. Remarks

NOTE : Accomplish ONE FORM PER PRODUCT under this IP RECORDATION. Please reproduce this form as needed

IPR: _____ IMPORTER # _____ OF _____
PRODUCT: _____

FORM 2.1 - IMPORTER INFORMATION

- 2.1.1. Name of Importer _____
- 2.1.2. CIIS Importer Registration Number _____
- 2.1.3. Importer's Address : Number _____ Building Name _____
Street Name _____
City / Municipality /Province _____ Country _____
State _____
- 2.1.4. Type of Firm Corporation Partnership Sole Proprietorship
- 2.1.5. List Incorporators/Partners/Owners (please use another sheet if necessary)
NAME _____ POSITION _____

- 2.1.6. Representatives in the Philippines _____
- 2.1.7. Representatives' Contact Details :
Contact Person-in-Charge _____
Title/Designation in company _____
Office Address: Number _____ Building Name _____
Street Name _____
City / Municipality /Province _____
Zip Code _____
Office Phone Number _____
Fax Number _____
E-mail Address _____
- 2.1.8. Remarks _____

NOTE: Accomplish ONE FORM PER IMPORTER under this PRODUCT and IP RECORDATION. Please reproduce this form as needed.

IPR: _____	SUPPLIER # _____ OF _____
PRODUCT: _____	

FORM 2.2 - SUPPLIER INFORMATION

2.2.1. Name of Supplier _____

2.2.2. Supplier's Address : Number _____ Building Name _____
 Street Name _____
 City / Municipality /Province _____
 State _____ Country _____

2.2.3. Type of Firm Corporation Partnership Sole Proprietorship

2.2.4. List Incorporators/Partners/Owners (please use another sheet if necessary)
 NAME _____ POSITION _____

2.2.5. Representatives in the Philippines _____

2.2.6. Representatives' Contact Details :
 Contact Person-in-Charge _____
 Title/Designation in company _____
 Office Address: Number _____ Building Name _____
 Street Name _____
 City / Municipality /Province _____
 Zip Code _____
 Office Phone Number _____
 Fax Number _____
 E-mail Address _____

2.2.7. Remarks _____

NOTE: Accomplish ONE FORM PER SUPPLIER under this PRODUCT and IP RECORDATION. Please reproduce this form as needed.

IPR: _____
PRODUCT: _____ BROKER # _____ OF _____

FORM 2.3 - BROKER INFORMATION

2.3.1. Name of Broker _____
2.3.2. CIIS Broker Registration Number _____
2.3.3. Broker's Address: Number _____ Building Name _____
Street Name _____
City / Municipality / Province _____ Country _____
State _____

2.3.4. Type of Firm Corporation Partnership Sole Proprietorship
2.3.5. List Incorporators/Partners/Owners (*please use another sheet if necessary*)
NAME _____ POSITION _____

2.3.6. Representatives in the Philippines _____
2.3.7. Representatives' Contact Details :
Contact Person-in-Charge _____
Title/Designation in company _____
Office Address: Number _____ Building Name _____
Street Name _____
City / Municipality / Province _____
Zip Code _____
Office Phone Number _____
Fax Number _____
E-mail Address _____

2.3.8. Remarks _____

NOTE: Accomplish ONE FORM PER BROKER under this PRODUCT and IP RECORDATION. Please reproduce this form as needed

IPR: _____	DISTRIBUTOR # _____ OF _____
PRODUCT: _____	

FORM 2.4 - DISTRIBUTOR INFORMATION

2.4.1. Name of Distributor _____

2.4.2. Distributor's Address: Number _____ Building Name _____
 Street Name _____
 City / Municipality /Province _____
 State _____ Country _____

2.4.3. Type of Firm Corporation Partnership Sole Proprietorship

2.4.4. List Incorporators/Partners/Owners (please use another sheet if necessary)
 NAME _____ POSITION _____

2.4.5. Representatives in the Philippines _____

2.4.6. Representatives' Contact Details :
 Contact Person-in-Charge _____
 Title/Designation in company _____
 Office Address: Number _____ Building Name _____
 Street Name _____
 City / Municipality /Province _____
 Zip Code _____
 Office Phone Number _____
 Fax Number _____
 E-mail Address _____

2.4.7. Remarks _____

NOTE: Accomplish ONE FORM PER DISTRIBUTOR under this PRODUCT and IP RECORDATION. Please reproduce this form as needed.

IPR: _____ WAREHOUSE # _____ OF _____
 PRODUCT: _____

FORM 2.5 - WAREHOUSE INFORMATION

2.5.1. Name of Warehouse _____

2.5.2. Warehouse Address: Number _____ Building Name _____
 Street Name _____
 City / Municipality / Province _____
 State _____ Country _____

2.5.3. Type of Firm Corporation Partnership Sole Proprietorship

2.5.4. List Incorporators/Partners/Owners (please use another sheet if necessary)
 NAME _____ POSITION _____

2.5.5. Representatives in the Philippines _____

2.5.6. Representatives' Contact Details :
 Contact Person-in-Charge _____
 Title/Designation in company _____
 Office Address: Number _____ Building Name _____
 Street Name _____
 City / Municipality / Province _____
 Zip Code _____
 Office Phone Number _____
 Fax Number _____
 E-mail Address _____

2.5.7. Remarks _____

NOTE: Accomplish ONE FORM PER WAREHOUSE under this PRODUCT and IP RECORDATION. Please reproduce this form as needed.

CERTIFICATION

THIS IS TO CERTIFY that the undersigned has read Republic Act 8293 (The Intellectual Property Code of the Philippines) and Customs Administrative Order No. 6-2002 (Rules & Regulations Implementing R.A. 8293), and other related rules and regulations implementing them.

It is further certified that all information contained in this **Recordation Form** are true and correct.

Done in the city/municipality of _____ this _____ day of _____

Signature over name of IP Owner's
Authorized Representative

Name of Company: _____
Recordation Number: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 200____ in the City/Municipality of _____. Affiant exhibited to me his/her Community Tax Certificate No. _____ issued in _____ on _____

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



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COMPLAINTS FORM

Complaint Number _____ Date Filed _____
 Receiving Office _____
 Product Suspected to be Violated _____
 Reason for Suspecting _____

Is the shipment hazardous? YES NO

Suspected Importer _____
 Suspected Supplier _____
 Suspected Distributor _____
 Suspected Broker _____
 Suspected Port of Entry _____
 Suspected Country of Origin _____
 Suspected Warehouse _____
 Shipment's Estimated Arrival Date from _____ to _____

Name of Filer _____
 Company Represented by Filer _____
 Is the Filer the IP Owner or representative of the owner? _____

Filer's Contact Information
 Office Address Number _____ Building _____
 Street Name _____
 City / Municipality / Province _____

Office Phone Number _____
 Fax Number _____
 E-mail Address _____

Other Agency Contacted Regarding this Complaint _____
 Contact Person from this Agency _____ Telephone _____
 Reference Number _____
 Remarks: _____

