INTELLECTURA IP

CHECKLIST · TRADEMARKS

Trademark filing checklist

Information and documents to keep ready before filing a trademark application in India.

01 Applicant details

- [ ] **Full legal name** of the applicant, exactly as in official records
- [ ] **Legal status** — individual, proprietorship, partnership, LLP, company, trust or society
- [ ] Names of all partners (for a partnership firm)
- [ ] **Address** of the principal place of business
- [ ] Nationality, or country of incorporation
- [ ] Email address and mobile number for correspondence

02 The mark

- [ ] **Word mark** — exact spelling of the name
- [ ] **Logo / device** — a clear JPG image, if filing the logo
- [ ] Colours, if the logo is to be protected in specific colours
- [ ] **Transliteration and translation** of any words not in English

03 Goods & services

- [ ] A clear description of the goods and/or services
- [ ] The relevant **class(es)** — one application can cover one or more classes

04 Use of the mark

- [ ] Is the mark **already in use**, or **proposed to be used**?
- [ ] If in use: the **date of first use** in India
- [ ] Evidence of use — dated invoices, packaging, advertisements, website or social media pages
- [ ] A **user affidavit** supporting the claimed date of use

05 Supporting documents

- [ ] Signed **authorisation (Form TM-48)** in favour of the trade mark attorney
- [ ] **Udyam certificate** or **DPIIT start-up recognition**, to claim the lower official fee
- [ ] Certificate of incorporation, LLP or partnership deed, as applicable
- [ ] Identity and address proof of the applicant or signatory
- [ ] Priority documents, if claiming priority from an earlier foreign application

Official filing fee (e-filing, per class): ₹4,500 for individuals, start-ups and small enterprises; ₹9,000 for others, under the Trade Marks Rules, 2017.

After filing: track the status on the IP India website. If an examination report is issued, a reply must be filed within the time allowed.

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