**TRADE MARK NO. \_\_\_\_\_\_\_\_\_\_ IN CLASS NO(S) \_\_\_\_\_\_\_\_\_\_**

**CASE NUMBER(S): \_\_\_\_\_\_\_\_\_\_ (“this Dispute”)**

**CASE TYPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BETWEEN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| NOTIFICATION TO REGISTRAR |
| **Instructions**:1. Please complete this form and return it to the Registrar, copying the other party, within the deadline given. 2. Where an asterisk (\*) appears, please delete as appropriate. 3. The signatory can be the party or the party’s agent.4. Do not return Annex 1 with your completed Notification to Registrar if WIPO mediation is not in view. |

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| I, |  | , am the Opponent / Applicant / Proprietor\* in this |
|  | (State the name of the party, not the party’s agent) |  |
| Dispute. |

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| 1 | I have |  |  |
|  |[ ]  communicated with the other party with regard to this Dispute. |  |
|  |[ ]  not communicated with the other party with regard to this Dispute.  | *Please note that if parties have not communicated with each other, the Registrar will most likely convene a Case Management Conference for parties to communicate with each other.* |
|  |[ ]  tried to establish communication with the other party but they did not respond. |  |

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| 2 | *I am aware* of the available mediation option, the potential benefits of settling this Dispute by mediation and the available funding under the Revised Enhanced Mediation Promotion Scheme by IPOS. |

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| 3 | My preference concerning the conduct of this Dispute is as follows: |
|  |[ ]  I wish to negotiate at this point in time. If negotiations fail, I may consider mediation. |  |
|  |  | We are at the preliminary / advanced / end\* stage in the negotiations. I anticipate that we will take  |  |
|  |  |  | month(s) to reach settlement. |  |
|  |  |  |  |  |
|  |[ ]  I wish to submit this Dispute to mediation at this point in time. My choice of service provider is  | *A party that wishes to propose submitting a dispute to mediation at WIPO shall complete sections 1, 2, 3 and 4(a)/(b) of the Request for WIPO Mediation (Annex 1) and send it to the WIPO Arbitration and Mediation Center Office in Singapore by email (*[*arbiter.mail@wipo.int*](file:///C%3A%5CUsers%5Ciposssy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CPK2MUMVQ%5Carbiter.mail%40wipo.int)*), as well as to the other party and IPOS. The WIPO Arbitration and Mediation Center may assist the parties in considering the request for mediation.**Parties that agree to submit a dispute to mediation at WIPO shall jointly complete one Request for WIPO Mediation (Annex 1) and send it to the WIPO Arbitration and Mediation Center Office in Singapore by email*  |
|  |  | *Please state service provider e.g. WIPO Arbitration and Mediation Center, Singapore Mediation Centre or Singapore International Mediation Centre.* |  |
|  |  |  | *(**arbiter.mail@wipo.int**), as well as to the other party and IPOS.* |
|  |  | I wish to set aside the following period for mediation, as may be extended upon agreement: | *The Registrar will generally suspend proceedings in most cases for mediation to take its course. If the period for mediation is extended, it is possible to request a further suspension, to be justified to the Registrar's satisfaction.* |
|  |  |[ ]  30 days |  |
|  |  |[ ]  60 days |  |
|  |  |[ ]  90 days |  |
|  |  |[ ]  I understand the conditions of the Revised Enhanced Mediation Promotion Scheme by IPOS and intend to / may\* apply for funding of my mediation costs. |  |
|  |[ ]  I do not wish to negotiate nor mediate at this point in time. |  |
|  |[ ]  Others (please specify): ­­­­­­­ |  |
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| 4 | I have noted HMD Circular 3.2. My representations to the Registrar under Trade Marks Rule 31A / 59(1A) are as follows: |
| ● | Deadline for initiator to file evidence | : |  | months after the Registrar’s confirmation further to this notification |
|  |
| ● | Deadline for respondent to file evidence | : |  | months after receipt of the initiator’s evidence (in a revocation where initiator does not file evidence, this is counted from the date of the Registrar’s notification under Trade Marks Rule 59(1A)(e)) |
|  |
| ● | Deadline for initiator to file evidence in reply | : |  | months after receipt of the respondent’s evidence |
|  |
|  | Any open-ended representations | : |  |  |
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| 5 | Any further information that I wish to provide to the Registrar (e.g. parallel proceedings at IPOS that I wish to consolidate): |
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| 6 | I consent / do not consent\* to service by electronic means (e.g. email and file sharing platforms) under Trade Marks Rule 7(3B)(a). (Check and complete the relevant box(es) below if you consent)

|  |  |
| --- | --- |
| [ ]  | By email to this email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  | Through file sharing platforms such as DropBox |

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|  |  |  |  |  |  |
|  | Signature |  |  | Date |
| Name of signatory signing above | **:** |  |  |
| Designation of signatory signing above | **:** |  |  |
| If signatory is not from the party, please indicate relationship to party e.g. agent on record | **:** |  |  |

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| Request for WIPO Mediation |

**1. Parties**

Please provide the following contact information:

|  |  |
| --- | --- |
| **Initiating Party in the dispute** | **Responding Party in the dispute** |
| Name | : |  |  | Name | : |  |  |
| Country of domicile | : |  |  | Country of domicile | : |  |  |
| Tel | : |  |  | Tel | : |  |  |
| Email | : |  |  | Email | : |  |  |
| Address | : |  |  | Address | : |  |  |
|  |  |  |  |  |  |  |  |
| Represented by | : |  |  | Represented by | : |  |  |
| Tel | : |  |  | Tel | : |  |  |
| Email | : |  |  | Email | : |  |  |
| Address | : |  |  | Address | : |  |  |
|  |  |  |  |  |  |  |  |

**2. Dispute**

Please provide a brief description of the dispute:

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**3. Time period for mediation**

The following period will be set aside for mediation, as may be extended upon agreement:

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| --- |
|[ ]  30 days |
|[ ]  60 days |
|[ ]  90 days |

**4. Submission to WIPO Mediation**

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| **Initiating Party in the dispute** | **Responding Party in the dispute** |
| (a) The Initiating Party in the dispute agrees to submit the above-described dispute to mediation in accordance with the WIPO Mediation Rules.Please sign this form and submit it to arbiter.mail@wipo.int, the Responding Party and IPOS. | (b) The Responding Party in the dispute agrees to submit the above-described dispute to mediation in accordance with the WIPO Mediation Rules.Please sign this form and submit it to arbiter.mail@wipo.int, the Initiating Party and IPOS. |
| Signature | **:** |  |  | Signature | **:** |  |  |
| Place and Date | **:** |  |  | Place and Date | **:** |  |  |
|  |  |  |  |  |  |  |  |

Note on funding:

Effective April 1, 2022, parties to IPOS proceedings can benefit from the Revised Enhanced Mediation Promotion Scheme (REMPS), which will fund their mediation costs up to SGD 10,000 or up to SGD 14,000 where foreign intellectual property rights are added to the subject-matter of mediation.

Further information on the conditions for REMPS funding can be found at <https://www.ipos.gov.sg/manage-ip/develop-capabilities>.