**Sample Statutory Declaration**

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**IMPORTANT**

The statutory declaration needs to be **sworn before and signed by a Commissioner for Oaths or a Notary Public**.

IPOS offers the service of a Commissioner for Oaths at no cost. You may contact the writer of the Examination Report you received to arrange an appointment for this service.

**TRADE MARKS ACT 1998 (2020 Rev. Ed.)**

In the matter of

Trade Mark Application No. \_\_\_\_\_\_\_\_\_\_\_\_

in the name of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to register the mark \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATUTORY DECLARATION**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of declarant]* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[address]* hold the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[designation within the applicant company]* in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[applicant company name]* (hereinafter referred to as “the applicant company”) and I do hereby solemnly and sincerely declare as follows:

2 I have held the aforesaid position in the applicant company since \_\_\_\_\_\_\_\_\_\_\_\_ *[date]* and the evidence given in this declaration are within my personal knowledge or derived from the records of the applicant company to which I have access.

3 I am duly authorised to make this declaration on behalf of the applicant company in the prosecution of this application.

4 The trade mark \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert the mark if it is a word mark or a representation of the mark in the exact manner you use it if it is a device mark or a composite mark]* was first used in Singapore on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[date]* by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[“the applicant company”, or if the mark was previously owned by someone else, who the previous owner was, and when and how you acquired ownership of the mark]*.

1. The goods/services on which the mark has been used, and the date of first use, are as follows: *[List within each class of application, all the goods and/or services on which the mark has been used, together with the year in which the mark was so used. If you cannot give an exact date, you can use the phrase “not later than”.]*

Class \_\_ : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[goods/services]* first used in the year \_\_\_\_\_\_\_

Class \_\_ : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[goods/services]* first used in the year \_\_\_\_\_\_\_

Class \_\_ : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[goods/services]* first used in the year \_\_\_\_\_\_\_

6 There is now produced and shown to me Exhibit ‘A’ which is showing use of the mark **exactly, or substantially, as applied for**. *[The exhibits must have been in use* ***before*** *the date of your application]*

Exhibit A1 which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Describe the nature of the exhibit e.g. labels attached to the goods, packages in which the goods are wrapped, brochures, leaflets, etc]* shows use of the mark on the goods/services in Class \_\_\_\_\_.

Exhibit A2 which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Describe the nature of the exhibit e.g. labels attached to the goods, packages in which the goods are wrapped, brochures, leaflets, etc]* shows use of the mark on the goods/services in Class \_\_\_\_\_.

Exhibit A3 which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Describe the nature of the exhibit e.g. labels attached to the goods, packages in which the goods are wrapped, brochures, leaflets, etc]* shows use of the mark on the goods/services in Class \_\_\_\_\_.

1. Sales of the goods/Turnover for the services for the five years immediately preceding the date of application were as follows: *[If you are applying for goods/services in more than one class, you should provide separate figures for each class, as far as possible]*

|  |  |
| --- | --- |
| **Year**  | **Amount (S$)** |
| 20.. |  |
| 20.. |  |
| 20.. |  |
| 20.. |  |
| 20.. |  |

8 There is now produced and shown to me Exhibit ‘B’ which is showing sales invoices of the goods/services on which the mark is used. *[The sales invoices must be dated* ***before*** *the date of your application. A selection of sales invoices from each year the mark is used shall suffice.]*

Exhibit B1 are sales invoices of the goods/services in Class \_\_\_\_\_ on which the mark is used.

Exhibit B2 are sales invoices of the goods/services in Class \_\_\_\_\_ on which the mark is used.

Exhibit B3 are sales invoices of the goods/services in Class \_\_\_\_\_ on which the mark is used.

1. The amounts spent on promoting the goods/services in the five years preceding the date of application were as follows:

|  |  |
| --- | --- |
| **Year**  | **Amount (S$)** |
| 20.. |  |
| 20.. |  |
| 20.. |  |
| 20.. |  |
| 20.. |  |

by means of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *[State the sort of advertising that has been used e.g. TV, radio, titles of newspapers or magazines, etc.]*

10 There is now produced and shown to me Exhibit ‘C’ which consists of samples of promotional material showing use of the markon the goods/services. *[The samples must be of those used* ***before*** *the date of your application]*

Exhibit C1 are samples of promotional material showing use of the markon the goods/services in Class \_\_\_\_\_.

Exhibit C2 are samples of promotional material showing use of the markon the goods/services in Class \_\_\_\_\_.

Exhibit C3 are samples of promotional material showing use of the markon the goods/services in Class \_\_\_\_\_.

11 Other information *[Please provide any other additional information about the use of the mark which you think can help your application].*

12 And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000 (2020 Rev. Ed.), and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at )

this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_ )

 *[Signature of person making the declaration]*

Before me

 *[Signature of person before whom the declaration is made]*

 *[Title of person before whom the declaration is made]*

**EXHIBIT ‘A’**

*[Attach Exhibits A1, A2, A3 etc. after this page]*

**EXHIBIT ‘B’**

*[Attach Exhibits B1, B2, B3 etc. after this page]*

**EXHIBIT ‘C’**

*[Attach Exhibits C1, C2, C3 etc. after this page]*