



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
TAXATION AND CUSTOMS UNION  
CUSTOMS POLICY  
**Customs policy and customs controls**

**INTELLECTUAL  
PROPERTY RIGHTS  
MANUAL FOR LODGING OF  
APPLICATIONS  
FOR CUSTOMS ACTION**

# Preface

The purpose of this manual is to provide a tool to promote a better understanding of how the IPR application procedure works. It is also a tool to better ensure a harmonised approach on the Community IPR applications and an equal treatment of all right-holders in the whole Community.

This manual does not constitute a legally binding act. The manual provide you with both guidance on questions as well as on the standard information customs expect you to present in order to obtain an application for customs action.

The manual is presented in five main parts as follows:

- general introduction (part I, see page 13),
- national applications (part II, see page 14),
- Community applications (part III, see page 45),
- names and addresses of designated customs departments in the Member States competent to receive and process applications for action (part IV, see page 76), and
- the “Red Alert” form and the “New Trend” form (part V, see page 77).

The manual will be updated whenever new developments in the IPR application systems make this necessary.

# General table of contents

- Preface ..... 2
- General table of contents ..... 3
- List of commonly used abbreviations ..... 6
- List of definitions ..... 7
- General information sources on the internet ..... 12
- PART I – GENERAL INTRODUCTION ..... 13
- PART II – NATIONAL APPLICATIONS ..... 14
  - 1. What must I do before I can file an application for action? ..... 14
  - 2. Who is authorised to lodge an application?..... 14
  - 3. How much will I be charged for the application?..... 15
  - 4. Can I also make an application if I don’t know that counterfeit goods exist already?..... 15
  - 5. Where can I file the application?..... 15
  - 6. Is there an official form for the application? ..... 15
  - 7. What type of information is mandatory? ..... 16
    - 7.1. Proof of holding of the requested rights ..... 16
    - 7.2. Information concerning the goods..... 16
    - 7.3. Contact person for administrative and technical questions ..... 19
    - 7.4. Declaration in accordance with Article 6 of the basic Regulation for national applications..... 19
  - 8. Is there other information that I should include in an application? ..... 19
  - 9. How does the competent customs department decide on applications? ..... 20
  - 10. In which cases should I inform the competent customs department?..... 20
  - 11. Is it possible to extend the validity period of a national application for action? ..... 21
  - 12. When should I apply for an extension of the validity period of an application for action? ..... 21
  - 13. How can I apply for extending the validity period of a national application for action? ..... 21
  - 14. Is it possible to add new IPR to a national application for action?..... 21
  - 15. Is it possible to cancel one or more of the IPR already registered under a national application for action? ..... 21
  - 16. Is it possible to delete products and classes of products under an IPR which have been already registered under a national application for action?..... 21
  - 17. Is it possible to add new products to an existing application for action? ..... 22
- Form for national applications ..... 23
- Notes on completion of national applications ..... 26
  - Box 1: ..... 26
  - Box 2: ..... 26
  - Box 3: ..... 26
  - Box 4: ..... 26
  - Box 5: ..... 26
  - Boxes 6 and 7: ..... 26
  - Boxes 8 and 9: ..... 27
  - Box 10: ..... 27
  - Box 11: ..... 27
  - Box 12: ..... 27
  - Box 13: ..... 27
  - Box 14: ..... 27
- Declaration in accordance with Article 6 of Council Regulation (EC) No 1383/2003 to be used with national applications ..... 28
- Form recommended to use for information on status of applicant (box 4 of the national application) ..... 29

Form recommended for information on type of rights to which application refers (boxes 5 and 10 of the national application) .....	31
Form recommended for providing information on essential data on the authentic goods (box 8 of the national application) .....	37
Form recommended for providing information concerning the type or pattern of fraud (box 9 of the national application) .....	40
Form recommended for providing other information in the right-holder's possession (box 12 of the national application) .....	42
Form recommended for extending the period of validity of a national application.....	43
<b>PART III – COMMUNITY APPLICATIONS .....</b>	<b>45</b>
1. What must I do before I can file an application for action? .....	45
2. Who is authorised to lodge an application?.....	45
3. How much will I be charged for the application?.....	45
4. Can I also make an application if I don't know that counterfeit goods exist already?.....	46
5. Where can I file the application? .....	46
6. Is there an official form for the application? .....	46
7. Is a Community application automatically valid in all Member States? .....	46
8. What type of information is mandatory? .....	47
8.1. Proof of holding of the requested rights .....	47
8.2. Information concerning the goods.....	47
8.3. Contact person for administrative and technical questions .....	50
8.4. Declaration in accordance with Article 6 of the basic Regulation for national applications.....	50
9. Is there other information that I should include in an application? .....	50
10. How does the competent customs department decide on applications? .....	51
11. How are the other Member States informed of the application? .....	51
12. Who has to provide necessary translations or other information if required by Member States? .....	51
13. In which cases should I inform the competent customs department?.....	52
14. Is it possible to extend the validity period of a Community application for action? .....	53
15. When should I apply for an extension of the validity period of a application for action? .....	53
16. How can I apply for extending the validity period of a Community application for action? .....	53
17. Is it possible to add new IPR to a Community application for action? .....	53
18. Is it possible to add new Member States to a Community application for action?.....	53
19. Is it possible to cancel one or more of the IPR already registered under a Community application for action? .....	53
20. Is it possible to delete products and classes of products under an IPR which have been already registered under a national application for action?.....	54
21. Is it possible to add new products to an existing application for action? .....	54
Form for Community applications (Annex II of the basic Regulation) .....	55
Notes on completion of Community applications.....	60
Box 1: .....	60
Box 2: .....	60
Box 3: .....	60
Box 4: .....	60
Box 5: .....	60
Box 6: .....	60
Boxes 7 and 8: .....	60
Box 9: .....	61
Box 10: .....	61
Boxes 11 and 12: .....	61
Box 13: .....	61
Box 14: .....	61
Box 15 and 16: .....	61

Declaration according to Article 6 of Council Regulation (EC) No 1383/2003 to be used with Community applications (Annex II-B of the basic Regulation).....	62
Form recommended for information on status of applicant (box 4 of the Community application) .....	63
Form recommended for information on type of rights to which application refers (boxes 5 and 9 of the Community application).....	65
Form recommended for providing information on essential data on the authentic goods (box 7 of the Community application).....	68
Form recommended for providing information concerning the type or pattern of fraud (box 8 of the Community application).....	71
Form recommended for providing other information in the right-holders possession (box 13 of the Community application).....	73
Form recommended for extending the period of validity of a Community application.....	74
<b>PART IV – DESIGNATED CUSTOMS DEPARTMENTS .....</b>	<b>76</b>
<b>PART V – THE “RED ALERT” FORM AND THE “NEW TREND” FORM .....</b>	<b>77</b>

## List of commonly used abbreviations

AT	Austria
BE	Belgium
BG	Bulgaria
CY	Cyprus
CZ	Czech Republic
DE	Germany
DK	Denmark
EC	European Community
EE	Estonia
EL	Greece
ES	Spain
FI	Finland
FR	France
HU	Hungary
IE	Ireland
IPR	Intellectual Property Rights
IT	Italy
LT	Lithuania
LU	Luxembourg
LV	Latvia
MT	Malta
NL	Netherlands
OJ	Official Journal
PL	Poland
PT	Portugal
RO	Romania
SE	Sweden
SI	Slovenia
SK	Slovak Republic
UK	United Kingdom

# List of definitions

## TRIPs

Agreement on Trade-Related Aspects of Intellectual Property Rights.

## The basic Regulation or Regulation (EC) No 1383/2003

Council Regulation (EC) No 1383/2003 of 22 July 2003 concerning customs action against goods suspected of infringing certain intellectual property rights and the measures to be taken against goods found to have infringed such rights <sup>(1)</sup>.

## The implementing Regulation or Regulation (EC) No 1891/2004

Commission Regulation (EC) No 1891/2004 of 21 October 2004 laying down provisions for the implementation of Council Regulation (EC) No 1383/2003 concerning customs action against goods suspected of infringing certain intellectual property rights and the measures to be taken against goods found to have infringed such rights <sup>(2)</sup>.

## Goods infringing an intellectual property right

Goods infringing an intellectual property right are

- counterfeit goods,
- pirated goods and
- goods infringing a patent, a supplementary protection certificate, a plant variety right, designations of origin or geographical indications or geographical designations.

## Counterfeit goods

- Goods, including packaging,
- any trademark symbol (including a logo, label, sticker, brochure, instructions for use or guarantee document bearing such a symbol), even if presented separately,
- packaging materials bearing the trademarks of counterfeit goods, presented separately,

bearing without authorisation a trademark identical to the trademark validly registered in respect of the same type of goods, or which cannot be distinguished in its essential aspects from such a trademark, and which thereby infringes the trademark-holder's rights under Community law, as provided for by Council Regulation (EC) No 40/94 of 20 December 1993 on the Community trademark <sup>(3)</sup> or the law of the Member State in which the application for action by the customs authorities is made.

## Pirated goods

Goods which are or contain copies made without the consent of the holder of a copyright or related right or design right, regardless of whether it is registered in national law, or of a person authorised by the right-holder in the country of production in cases where the making of those copies would constitute an infringement of that right under

---

<sup>(1)</sup> OJ L 196, 2.8.2003, p. 7.

<sup>(2)</sup> OJ L 328, 30.10.2004, p. 16.

<sup>(3)</sup> OJ L 11, 14.01.1994, p. 1.

Council Regulation (EC) No 6/ 2002 of 12 December 2001 on Community designs<sup>4)</sup> or the law of the Member State in which the application for customs action is made.

**Goods infringing a patent, a supplementary protection certificate, a plant variety right, designations of origin or geographical indications or geographical designations.**

Goods which, in the Member State in which the application for customs action is made, infringe

- a patent under that Member State's law,
- a supplementary protection certificate for medicinal products provided for in Council Regulation (EEC) No 1768/92 <sup>(5)</sup>,
- a supplementary protection certificate for plant protection products provided for in Regulation (EC) No 1610/96 of the European Parliament and of the Council <sup>(6)</sup>,
- a national plant variety right under the law of that Member State or a Community plant variety right of the kind provided for in Council Regulation (EC) No 2100/94 <sup>(7)</sup>,
- designations of origin or geographical indications under the law of that Member State or Council Regulations (EC) No 510/2006 <sup>(8)</sup> and (EC) No 1493/1999 <sup>(9)</sup>,
- geographical designations of the kind provided for in Council Regulation (EEC) No 1576/89 <sup>(10)</sup>.

**Applicant or right-holder**

- The holder of a trademark, copyright or related right, design right, patent, supplementary protection certificate, plant variety right, protected designation of origin, protected geographical indication and, more generally, any right referred to in Article 2(1) of the basic Regulation;
- any other natural or legal person authorised to use any of the intellectual property rights mentioned in the first indent, or a representative of the right-holder or authorised user;
- collecting societies which have as their sole or principal purpose the management or administration of copyrights or related rights; groups or representatives who have lodged a registration application for a protected designation of origin or a protected geographical indication; and plant breeders.

**Community Customs Code**

Council Regulation (EEC) No 2913/92 of 12 October 1992 establishing the Community Customs Code <sup>(11)</sup>.

**Implementing Provisions of the Community Customs Code**

Commission Regulation (EEC) No 2454/93 of 2 July 1993 laying down provisions for the implementation of Council Regulation (EEC) No 2913/92 establishing the Community Customs Code <sup>(12)</sup>.

---

<sup>(4)</sup> OJ L 3, 5.1.2002, p. 1.

<sup>(5)</sup> OJ L 182, 2.7.1992, p. 1.

<sup>(6)</sup> OJ L 198, 8.8.1996, p. 30.

<sup>(7)</sup> OJ L 227, 1.9.1994, p. 1.

<sup>(8)</sup> OJ L 93, 31.3.2006, p. 12.

<sup>(9)</sup> OJ L 179, 14.7.1999, p. 1.

<sup>(10)</sup> OJ L 160, 12.6.1989, p. 1.

<sup>(11)</sup> OJ L 302, 19.10.1992, p. 1.

<sup>(12)</sup> OJ L 253, 11.10.1993, p. 1.



**Customs status**

The status of goods as Community goods or non-Community goods.

**Community goods**

Goods which are

- wholly obtained in the customs territory of the Community under the conditions referred to in Article 23 of the Community Customs Code and not incorporating goods imported from countries or territories not forming part of the customs territory of the Community. Goods obtained from goods placed under a suspensive arrangement shall not be deemed to have Community status in cases of special economic importance determined in accordance with the committee procedure,
- imported from countries or territories not forming part of the customs territory of the Community which have been released for free circulation,
- obtained or produced in the customs territory of the Community, either from goods referred to in the second indent alone or from goods referred to in first and second indents.

**Non-Community goods**

Goods other than those referred to under Community goods.

**Customs controls**

Specific acts performed by the customs authorities in order to ensure the correct application of customs rules and other legislation governing the entry, exit, transit, transfer and end-use of goods moved between the customs territory of the Community and third countries and the presence of goods that do not have Community status; such acts may include examining goods, verifying declaration data and the existence and authenticity of electronic or written documents, examining the accounts of undertakings and other records, inspecting means of transport, inspecting luggage and other goods carried by or on persons and carrying out official inquiries and other similar acts.

**Risk**

Risk means the likelihood of an event occurring, in connection with the entry, exit, transit, transfer and end-use of goods moved between the customs territory of the Community and third countries and the presence of goods that do not have Community status, which

- prevents the correct application of Community or national measures, or
- compromises the financial interests of the Community and its Member States, or
- poses a threat to the Community's security and safety, to public health, to the environment or to consumers.

**Risk management**

Risk management means the systematic identification of risk and implementation of all measures necessary for limiting exposure to risk. This includes activities such as collecting data and information, analysing and assessing risk, prescribing and taking action and regular monitoring and review of the process and its outcomes, based on international, Community and national sources and strategies.

**Customs-approved treatment or use of goods**

- the placing of goods under a customs procedure,
- their entry into a free zone or free warehouse,
- their re-exportation from the customs territory of the Community,

- their destruction or
- their abandonment to the Exchequer.

### **Customs procedure**

- release for free circulation,
- transit,
- customs warehousing,
- inward processing,
- processing under customs control,
- temporary admission,
- outward processing ,
- exportation.

### **Customs territory**

The customs territory of the Community comprises of

- the territory of the Kingdom of Belgium,
- the territory of the Republic of Bulgaria,
- the territory of the Czech Republic,
- the territory of the Kingdom of Denmark, except the Faroe Islands and Greenland,
- the territory of the Federal Republic of Germany, except the Island of Heligoland and the territory of Büsingen (Treaty of 23 November 1964 between the Federal Republic of Germany and the Swiss Confederation),
- the territory of the Republic of Estonia,
- the territory of Ireland,
- the territory of the Hellenic Republic,
- the territory of the Kingdom of Spain, except Ceuta and Melilla,
- the territory of the French Republic, except the overseas territories and Saint-Pierre and Miquelon and Mayotte <sup>(13)</sup>,
- the territory of the Italian Republic, except the municipalities of Livigno and Campione d'Italia and the national waters of Lake Lugano which are between the bank and the political frontier of the area between Ponte Tresa and Porto Ceresio,
- the territory of the Republic of Cyprus <sup>(14)</sup>,
- the territory of the Republic of Latvia,
- the territory of the Republic of Lithuania,
- the territory of the Grand Duchy of Luxembourg,
- the territory of the Republic of Hungary,
- the territory of the Republic of Malta,
- the territory of the Kingdom of the Netherlands in Europe,
- the territory of the Republic of Austria,
- the territory of the Republic of Poland,
- the territory of the Portuguese Republic,

---

<sup>(13)</sup> Although situated outside the territory of the French Republic, the territory of the Principality of Monaco as defined in the Customs Convention signed in Paris on 18 May 1963 (Official Journal of the French Republic of 27 September 1963, p. 8679) shall, by virtue of that Convention, also be considered to be part of the customs territory of the Community.

<sup>(14)</sup> Although situated outside the territory of the Republic of Cyprus, the territory of the United Kingdom Sovereign Base Areas of Akrotiri and Dhekelia as defined in the Treaty concerning the Establishment of the Republic of Cyprus, signed in Nicosia on 16 August 1960 (United Kingdom Treaty Series No 4 (1961) Cmnd. 1252) shall, taking that treaty into account, be considered to be part of the customs territory of the Community.

- the territory of Romania,
- the territory of the Republic of Slovenia,
- the territory of the Slovak Republic,
- the territory of the Republic of Finland,
- the territory of the Kingdom of Sweden and
- the territory of the United Kingdom of Great Britain and Northern Ireland and of the Channel Islands and the Isle of Man.

The customs territory of the Community includes the territorial waters, the inland maritime waters and the airspace of the Member States, the territory of the Principality of Monaco and the territory of the United Kingdom Sovereign Base Areas of Akrotiri and Dhekelia, except for the territorial waters, the inland maritime waters and the airspace of those territories which are not part of the customs territory of the Community as listed above.

### **European Community**

Member States are Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden and United Kingdom.

### **Regulation (EEC, Euratom) No 1182/71**

Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time limits <sup>(15)</sup>.

---

<sup>(15)</sup> OJ L 124, 8.06.1971, p. 1.

# General information sources on the internet

## European Union

- Legislation on Customs Union and free movement of goods  
[http://eur-lex.europa.eu/en/repert/index\\_02.htm](http://eur-lex.europa.eu/en/repert/index_02.htm)
- Commission's website on counterfeit and piracy  
[http://ec.europa.eu/taxation\\_customs/customs/customs\\_controls/counterfeit\\_piracy/index\\_en.htm](http://ec.europa.eu/taxation_customs/customs/customs_controls/counterfeit_piracy/index_en.htm)

## National Customs Websites

- Austria: <http://www.bmf.gv.at/>
- Belgium: <http://fiscus.fgov.be/interfdanl/>
- Bulgaria: <http://www.customs.bg/>
- Cyprus: <http://www.mof.gov.cy/ce>
- Czech Republic: <http://www.cs.mfcr.cz/>
- Denmark: <http://www.skat.dk/>
- Estonia: <http://www.customs.ee/>
- Finland: <http://www.tulli.fi/>
- France: <http://www.douane.gouv.fr/>
- Germany: <http://www.ipr.zoll.de/>
- Greece: <http://www.gsis.gov.gr/>
- Hungary: <http://www.vam.hu/>
- Ireland: <http://www.revenue.ie/>
- Italy: <http://www.agenziadogane.it/>
- Latvia: <http://www.vid.gov.lv/>
- Lithuania: <http://www.cust.lt/>
- Luxembourg: <http://www.etat.lu/DO/>
- Malta: <http://mfin.gov.mt/>
- Netherlands: <http://www.belastingdienst.nl/>
- Poland: <http://www.clo.gov.pl/>
- Portugal: <http://www.dgaiec.min-financas.pt/>
- Romania: <http://www.customs.ro/>
- Slovak Republic: <http://www.colnasprava.sk/>
- Slovenia: <http://carina.gov.si/>
- Spain: <http://www.agenciatributaria.es/>
- Sweden: <http://www.tullverket.se/>
- United Kingdom: <http://www.hmrc.gov.uk/>

## Other:

- World Customs Organisation:  
<http://www.wcoomd.org/>
- World Intellectual Property Organization  
<http://www.wipo.int>
- Office for Harmonization in the Internal Market (Trade Marks and Designs) (OHIM, Alicante): <http://oami.eu.int>
- European Patent Office  
<http://www.european-patent-office.org>
- Community Plant Variety Office (CPVO, Angers)  
<http://www.cpvo.fr/>

## PART I – GENERAL INTRODUCTION

Due to their geographical location along the EU external border, as well as their detailed knowledge of international trading routes, customs administrations play an essential role in protecting the EU market. However, they could not achieve significant results in the fight against counterfeiting and piracy without the help of the right-holders themselves. This co-operation is the most effective weapon and as such must be strengthened. The industries covered by intellectual property law can fend off repeated attacks by counterfeiters through lodging applications for customs action.

To submit an application for action, the right-holder (or their representative) must fulfil two conditions:

- the application must provide the qualified customs administration with a sufficiently accurate description to make selection and identification possible and
- proof must be provided that confirms that the applicant is indeed the holder of the right in question, the representative of the holder of the rights, the authorised user of the rights or the representative of authorised user.

The request for assistance is national in character, however requests for assistance deposited within the framework of certain “Community rights”, when deposited in one Member State can, if the holder wishes it, have the same legal status throughout the other Member States.

Using the “**national application**” according to Article 5(1) of the basic Regulation the applicant applies for action by the customs authorities of that Member State in which the application for action is lodged. This application can be used for all type of intellectual property rights. It has to be used also by owners of a Community trademark, a Community design right, a Community plant variety right, a designation of origin or geographical indication or a geographical designation protected by the Community, if action by the customs authorities of only one Member State is requested. For details on the application procedure of national applications see part II (page 14).

Owners of a Community trademark, a Community design right, a Community plant variety right, a designation of origin or geographical indication or a geographical designation protected by the Community may alternatively use the “**Community application**” according to Article 5(4) of the basic Regulation. With this application the applicant requests assistance by the customs authorities of the Member State in which it is lodged and assistance by the customs authorities of one or more other Member States. The advantage for right holders is that, according to article 250, first indent of Regulation (EC) No 2913/92, the decision taken in the Member State in which the application is lodged, has the same legal effects in all other requested Member States. For details on the application procedure of Community applications see part III (page 45).

## **PART II – NATIONAL APPLICATIONS**

### **1. What must I do before I can file an application for action?**

You must complete the registration of your intellectual property right (trademark, design right, patent, etc.) in accordance with Community or national procedures for these rights.

For unregistered rights (copyrights, unregistered design rights, etc.), you must collect proofs that you are the right-holder in the meaning of Art. 2 (2) of Council Regulation (EC) No 1383/2003

### **2. Who is authorised to lodge an application?**

The holder of

- a registered Community trademark as provided for by Council Regulation (EC) No 40/94 of 20 December 1993 on the Community trademark or
- a registered trademark as provided the law of the Member State in which the application for action by the customs authorities is lodged,
- a design right (regardless of whether it is registered in national law) under the law of the Member State in which the application for customs action is lodged
- a Community design right as provided for by Council Regulation (EC) No 6/ 2002 of 12 December 2001 on Community designs,
- a copyright or a related right under the law of the Member State in which the application for customs action is lodged,
- a patent under the law of the Member State in which the application for customs action is lodged,
- a supplementary protection certificate for medicinal products provided for in Council Regulation (EEC) No 1768/92,
- a supplementary protection certificate for plant protection products provided for in Regulation (EC) No 1610/96 of the European Parliament and of the Council,
- a plant variety right under the law of the Member State in which the application for customs action is lodged
- a Community plant variety right of the kind provided for in Council Regulation (EC) No 2100/94,
- designations of origin or geographical indications under the law of the Member State in which the application for customs action is lodged
- designations of origin or geographical indications under Council Regulations (EC) No 510/2006 and (EC) No 1493/1999) or

## **PART II - NATIONAL APPLICATIONS**

- geographical designations of the kind provided for in Regulation (EC) No 110/2008 of the European Parliament and of the Council

or any other person who is authorised to use the above intellectual property rights or any representative of the right-holder.

Using the national application according to Article 5(1) of the basic Regulation the applicant applies for action by the customs authorities of that Member State in which the application for action is lodged.

### **3. How much will I be charged for the application?**

There are no administrative costs to pay for an application.

### **4. Can I also make an application if I don't know that counterfeit goods exist already?**

An application can be filed also as a preventive measure or where the applicant has reason to think that his intellectual property right or rights have been or are likely to be infringed.

### **5. Where can I file the application?**

The designated customs departments in the Member States competent to receive and process applications for action are listed in part IV (see page 76).

### **6. Is there an official form for the application?**

The application for action shall be made out on the form laid down in Annex I of the implementing Regulation (see page 23).

In Member States, where electronic data interchange systems exist, right-holders are encouraged to lodge the applications electronically. In these cases the forms will be made available to the applicant in digital form on one or more public sites that are directly accessible by computer. It may subsequently be reproduced on private printing equipment.

Handwritten forms shall be completed in ink and in block capitals in readable form. Whatever method is used, forms shall contain no erasures, overwritten words or other alterations.

Where necessary additional sheets can be attached, they will form an integral part of the application.

The form shall be made up of two copies:

- (a) the copy for the Member State in which the application is lodged, marked '1';
- (b) the copy for the right-holder, marked '2'.

## **PART II - NATIONAL APPLICATIONS**

### **7. What type of information is mandatory?**

The following type of information is required in an application for action. Where the application does not contain that mandatory information the competent customs department will not accept the application.

#### **7.1. Proof of holding of the requested rights**

Right-holders are required to provide evidence of their entitlement, for example by providing certified roll extracts, register extracts or copies of the rights in question. In the case of copyrights, related rights or design rights which are not registered the right-holders have to demonstrate credibly that a claim to a right may be made (e.g. affidavit, declarations concerning the authorship, where available certificates of registration of copyrights).

If the applicant is not the owner of the rights, but a person authorized to use the rights, or a nominated representative, then the applicant must prove his or her authorization to use the rights or act as representative in addition to proving ownership of a right. This can generally be done by submitting the appropriate contracts. It is also possible to submit a separate proxy from the right-holder without the use of any special form.

It is recommended to use the model forms provided by this manual (see pages 29 and 31) for these purposes.

#### **7.2. Information concerning the goods**

Before customs is able to inspect goods they must, on the basis of information provided by the right-holder, be able to make a selection out of the total traffic of goods. This pre-arrival or pre-departure selection is based on risk management. Information from the right-holder therefore has to be two-sided, information on the original goods and information on counterfeits. When inspecting goods on entry in particular, invoice documents, freight documents, other business documents, cases and containers are examined. The inspection of documentation and declaration data therefore plays a very important role. Thus right-holder should supply the customs authority with information about the delivery and those parties involved therein.

Therefore the right-holder should give information on the following questions as far as he can:

- Where are the authentic goods produced?
- Give all authorised importers, suppliers, manufacturers, carriers, consignees or exporters.
- Do third parties possess authorisation to trade in branded products and how do licensees legitimate themselves? Think through your company system and ask yourself whether all those entitled to trade with your products require written permission.
- Describe specific channels of distribution (e. g. general agencies, central warehouse, dispatch department, traffic routes)
- Are genuine goods cleared in a specific procedure (e.g. in summary customs procedure, customs warehousing, etc.)?



## PART II - NATIONAL APPLICATIONS

- At which customs offices are genuine goods normally cleared?
- Are the authentic goods imported, exported or placed on the market using a particular system of distribution – e.g. only using a general agency or certain dispatch companies?
- Provide a short description of the transport routes (such as air, sea, road, post) used.
- Is it possible to conclude from the low customs value declared that the goods are counterfeit, e.g. because even the lowest purchase price clearly exceeds the price of counterfeit products? What is the threshold for this amount?
- Provide all available information on counterfeit goods that can be useful to identify suspect consignments, like
  - places and countries of production;
  - names and addresses of the companies or individuals who act or have previously acted as the manufacturers, distributors, intermediaries, transporters, importers, consignees or exporters;
  - channels of distribution (e. g. general agencies, central warehouse, dispatch department, traffic routes);
  - how and where do the goods enter the Community;
  - means of transport;
  - specific customs procedures the counterfeited goods will be placed under, e.g. release for free circulation, transit, customs warehousing, inward processing, etc.

Once a consignment has been picked up for customs inspection, it is essential that the customs office can establish whether the goods in question are suspected of infringing certain rights. If customs has no information concerning the original goods they are not able to say that the declared goods are suspected of infringing the right of the right-holder. In consequence they will not be allowed to suspend the release of goods.

Customs offices first require a description and illustration of the protected right and information about how the right-holders normally use this right in business transactions. Information about the registered rights can normally be taken from the roll or register extracts. However, this has to be supplemented with current examples or style guides and character guides.

The product characteristics are the main thing used to verify infringements. That is why it is important to know what authentic goods normally look like and how to recognise them. The typical features of the original (such as those relating to packaging, accompanying notices/leaflets, guarantee certificates, operating instructions, neck labels, etc.) or particular security features (such as labels, security threads, holograms, etc.) should be described by the right-holder.

Therefore the right-holder should answer the following questions as far as he can. If you have more than one type of goods (e.g. clothes, shoes) or different assortments of goods with different security features, please answer the following questions separately:

## PART II - NATIONAL APPLICATIONS

- Packaging of genuine goods:
  - How are the genuine goods packed (in single packages, boards, bulk, palletised)?
  - Describe the specific accompanying documents, enclosures, letters of guarantee, package instructions or instructions for use.
  - Do the package of the genuine goods show typical features e.g. particular identification marking (name of the manufacturer, order number, colour, etc.), special package design (colour, mould, material), or labels, security threads, holograms?
  - Where is the exact position on the package and how do the features look like?
- Special features of genuine goods:
  - What typical features do genuine goods show, e.g. labels, security threads, holograms, buttons, hangtags, etc.?
  - Where is the exact position of the features on the goods and how do they look like?
- Supply pictures of the genuine goods and their packaging.
- Do you know the CN tariff heading of the genuine goods? If yes, please name it.
- Value of the original goods:
  - What is the customs value of the original goods?
  - What is the market value of the original goods on the legitimate market in the country in which the application for action is lodged?
  - What is the average market value of the original goods on the legitimate market in the Community?
- Describe the special features of counterfeit goods seized in former cases, like:
  - What specific features of the packaging were different or missing from the original?
  - What specific accompanying documents, enclosures, letters of guarantee, package instructions or instructions for use were different or missing from the original?
  - Do the package of the counterfeit goods not show the typical features of originals e.g. particular identification marking (name of the manufacturer, order number, colour, etc.), special package design (colour, mould), or labels, security threads, holograms?
  - Supply pictures comparing counterfeit and genuine goods and their packaging.
  - What typical features do counterfeit goods not show, e.g. labels, security threads, holograms, buttons, hangtags, etc.?

## **PART II - NATIONAL APPLICATIONS**

It is recommended to provide the information concerning the goods also to the competent customs department in electronic form to make it easier to put this information into electronic databases or information systems used by the customs administrations for that purposes.

It is recommended to use the model forms provided by this manual (see pages 37 and 40) for these purposes.

### **7.3. Contact person for administrative and technical questions**

The applicant has to give customs all contact details (name, address, telephone number, fax number, e-mail-address) of a natural person dealing with administrative matters and with technical matters.

A single person could be designated as technical and administrative expert, but the person requires expertise in both areas. It is essential to have an administrative and technical contact point as required in the application for action. These persons concerned must be easily contactable at short notice and should be able to speak the language(s) of the Member State in which the application for customs action is made. Furthermore the person should be accessible at least Monday to Friday during the normal working hours of this country. Anyhow it is not necessary that these persons are situated in the Member State in which the application for customs action is made but should be located within the Community. Where the contact person for technical matters is located outside the Community customs may not be able to send samples of the suspicious goods.

It is vital to keep your contact details up to date or the suspected goods may be released.

### **7.4. Declaration in accordance with Article 6 of the basic Regulation for national applications**

Applications for action shall be accompanied by a declaration signed by the right-holder, which shall be made out on the form laid down in Annex I-B of the implementing Regulation (see page 28). In order to prevent any confusion it is recommended to mention in the declaration the name of the person who signed the declaration and the company the person is representing in readable form (stamp, capital letters, ...) and, if they are different, also the name of the applicant. If the person who signs the declaration is a representative of the applicant, he must provide proof that he is empowered to represent the applicant and to sign the declaration. No alterations should be made to the text of Annex I-B as this will lead to non-acceptance of the application.

The declaration may be submitted either in writing or electronically, in accordance with national legislation of the Member State.

## **8. Is there other information that I should include in an application?**

By way of indication and where known, right-holders should also forward any other information they may have, like information concerning planned deliveries. This information should be as detailed as possible to allow the customs authorities to identify suspect consignments and should include information on destination, name of the customs office, where the goods are to be imported into the Community or exported, name of the ship, name and address of importers, suppliers, manufacturer, carriers, consignee or exporter, container number, ship-

## PART II - NATIONAL APPLICATIONS

ping company, airline, flight number, forwarding department, number plate of the lorry, international custom pass number, etc. <sup>(16)</sup>

It is recommended to use the model form provided by this manual (see page 42) for these purposes.

### 9. How does the competent customs department decide on applications?

The competent customs department will process the application and notify the applicant in writing of its decision within 30 working days of its receipt. When granting an application for action, the competent customs department specifies the period during which the customs authorities are to take action. That period is in principle one year. The department which took the initial decision may, at the right-holder's request, extend that period (see also below "11.

Is it possible to extend the validity period of a national application for action?"

The decision granting the right-holder's application for action will immediately be forwarded to those concerned customs offices of the Member State by the competent customs department which took the initial decision.

### 10. In which cases should I inform the competent customs department?

In the following cases the applicant has immediately to notify the competent customs department which took the initial decision:

- if his rights ceases to be validly registered,
- if his registered rights expire and he will not ask for extension or extension is not possible,
- if because of other reasons he is no longer the right-holder,
- if there is a change of any information, including changes of contact persons' details or new or updated information on authentic goods, provided in the application,
- if the applicant gets new information which has to be included in an application, especially new trends or significant cases that happened in other countries or
- if the applicant wishes to withdraw his application.

In all communication with the customs department concerning registered applications, it is important to make reference of the date and registration number of the application.

The information can be sent to the competent customs department which took the initial decision in a simple letter. It is recommended to provide the information also to the competent

---

<sup>(16)</sup> In cases where such type of information has not been included in the application because it was not known to the right-holder at the time of filing the application it can be forwarded to the customs office concerned using the "Red Alert" form or the "New Trend" form (see part V, page 77). See for a list of contact points: [http://ec.europa.eu/taxation\\_customs/customs/customs\\_controls/counterfeit\\_piracy/right\\_holders/index\\_en.htm](http://ec.europa.eu/taxation_customs/customs/customs_controls/counterfeit_piracy/right_holders/index_en.htm)

## **PART II - NATIONAL APPLICATIONS**

customs department in electronic form to make it easier to put this information into electronic databases or information systems used by the customs administrations for that purposes.

### **11. Is it possible to extend the validity period of a national application for action?**

Yes, but be aware that extensions of validity of a decision granting the right-holder's application for action are not made automatically and the applicant has to make a request for it.

It is recommended to use the model form provided by this manual (see page 43) for these purposes.

### **12. When should I apply for an extension of the validity period of an application for action?**

In order to avoid that the decision exceeds and the extension is not granted any requests for extension of the validity period should be sent to the department which took the initial decision at the latest 30 working days before the validity of the application expires.

### **13. How can I apply for extending the validity period of a national application for action?**

It is recommended to use the model form provided by this manual (see page 43) for the right-holder's request to extend the period of an application for action.

### **14. Is it possible to add new IPR to a national application for action?**

No. For new IPR a new application for action has to be filed covering the new IPR. If preferred, a new application covering all IPR can be filed instead.

### **15. Is it possible to cancel one or more of the IPR already registered under a national application for action?**

Yes. The request can be sent by the applicant to the competent customs department which took the initial decision in a simple letter.

### **16. Is it possible to delete products and classes of products under an IPR which have been already registered under a national application for action?**

Yes. This is considered to be an update of information on authentic goods (see also above "10. In which cases should I inform the competent customs department?").

## **PART II - NATIONAL APPLICATIONS**

### **17. Is it possible to add new products to an existing application for action?**

Yes, as long as it is covered by the IPR but not has been included in the original application. This is considered to be an update of information on authentic goods (see also above “10. In which cases should I inform the competent customs department?”).

# PART II - NATIONAL APPLICATIONS

## Form for national applications

NATIONAL APPLICATION FOR ACTION	
<p><b>1. Date of receipt of the application for action by the designated customs department (within the meaning of Article 5(2) of Regulation (EC) No 1383/2003)</b></p> <p>DD/MM/YY: .J.J..</p>	<p>INTELLECTUAL PROPERTY RIGHTS</p> <p><b>APPLICATION FOR ACTION BY CUSTOMS AUTHORITIES</b></p> <p>pursuant to Article 5(1) of Regulation (EC) No 1383/2003</p>
<p><b>3. Details of applicant (i.e. right-holder within the meaning of Article 2(2) of Regulation (EC) No 1383/2003)</b></p> <p>NAME: .....</p> <p>FUNCTION: .....</p> <p>ADDRESS: .....</p> <p>TOWN: .....</p> <p>POSTCODE: .....</p> <p>COUNTRY: .....</p> <p>VAT NO: .....</p> <p>TEL. ....</p> <p>MOBILE: .....</p> <p>FAX .....</p> <p>E-MAIL: .....</p> <p>INTERNET ADDRESS: .....</p>	<p><b>2. Name and address of competent authority to which application is made</b></p>
<p><b>4. Status of applicant (within meaning of Article 2(2) of the Regulation(EC) No 1383/2003 <sup>(1)</sup>):</b></p> <p> <input type="checkbox"/> Right-holder(*)                             <input type="checkbox"/> Right-holder's representative (*)                         </p> <p> <input type="checkbox"/> Authorised user of the right(*)                             <input type="checkbox"/> Representative of authorised user(*)                         </p>	
<p><b>5. Type of right to which application refers <sup>(1)</sup>:</b></p> <p> <input type="checkbox"/> Trademark                             <input type="checkbox"/> Design right                             <input type="checkbox"/> Copyright or related right                             <input type="checkbox"/> Patent                         </p> <p> <input type="checkbox"/> Supplementary protection certificate                             <input type="checkbox"/> Protected designation of origin                             <input type="checkbox"/> Protected geographical indication                         </p> <p> <input type="checkbox"/> Plant variety right                         </p> <p> <input type="checkbox"/> Geographical designations for spirit drinks <sup>(2)</sup> </p>	
<p><b>6. Name and address of contact person (administrative matters):</b></p> <p>.....</p> <p>TEL. ....</p> <p>FAX .....</p> <p>E-MAIL: .....</p> <p>MOBILE: .....</p> <p>INTERNET ADDRESS: .....</p>	<p><b>7. Name and address of contact person (technical matters):</b></p> <p>.....</p> <p>TEL. ....</p> <p>FAX .....</p> <p>E-MAIL: .....</p> <p>MOBILE: .....</p> <p>INTERNET ADDRESS: .....</p>

## PART II - NATIONAL APPLICATIONS

**8. I attach essential data on the authentic goods:**

Number of documents attached <sup>(3)</sup>:

Number of photos attached <sup>(3)</sup>:

**9. I attach specific information concerning the type or pattern of fraud:**

Number of documents attached <sup>(3)</sup>:

Number of photos attached <sup>(3)</sup>:

**10. I attach document(s) attesting to the fact that the applicant holds the right for the goods in question within the meaning of Article 2(2) of Regulation (EC) No 1383/2003 (\*\*):**

Number of documents attached <sup>(3)</sup>:

**11. I attach the undertaking laid down in Article 6 of Regulation (EC) No 1383/2003, assuming liability in the situations outlined in that Article (\*\*):**

Undertaking attached:

**12. Any other information in the right-holder's possession, e.g.:**

— Country or countries of production:

Number of documents attached <sup>(4)</sup>:

— Routes used by traffickers:

Number of documents attached <sup>(4)</sup>:

— Technical differences between the authentic and the suspect goods:

Number of documents attached <sup>(4)</sup>:

— CN tariff heading:

— Other useful information:

Number of documents attached <sup>(4)</sup>:

**13. Date of filing application:**

Date on which drawn up

Place

Applicant's signature and stamp (\*\*\*)

DD/MM/YY: ./. ./.

.....

.....



## PART II - NATIONAL APPLICATIONS

### 14. Decision by customs authorities (within the meaning of Article 5(7) and (8) of Regulation (EC) No 1383/2003)

The application is approved for action

Registration number of application for action: .....

Date

Place

Signature and stamp

DD/MM/YY: . J . J . .

The application is valid until: . . J . J . . . Any request for extension of the validity period should be sent to the competent authority of box 2, at the latest 30 working days before the validity of the application expires.

The application has been refused

A reasoned decision stating the grounds for refusal and information concerning the appeal procedure are attached.

Date

Place

Signature and stamp

DD/MM/YY: . J . J . .

(\*) See box 10 (for further information see 'Notes on completion', Annex I-A).

(\*\*) For further information see 'Notes on completion', Annex I-A.

(\*\*\*) If the applicant is a representative of the right-holder, he must provide proof that he is empowered to represent the right-holder.

(<sup>1</sup>) Tick the appropriate box(es).

(<sup>2</sup>) Council Regulation (EEC) No 1576/89 (OJ L 160, 12.6.1989, p. 1).

(<sup>3</sup>) Insert the relevant number; if none are attached, insert 0.

(<sup>4</sup>) Insert the relevant number, if none are attached, insert 0.

## **PART II - NATIONAL APPLICATIONS**

### **Notes on completion of national applications**

#### **Box 1:**

This box will be filled in by the customs administration.

#### **Box 2:**

Details of the designated customs department (see list of customs departments competent to receive and process applications for action in part IV – page 76).

#### **Box 3:**

Name, address and capacity of the applicant. In box 3 the details of the following persons should be provided:

- the holder of the right (within the meaning of Article 2(2)(a) of the basic Regulation);
- a person authorised to use the intellectual property right.

In the case of a representative who is not authorised to use the intellectual property right but has the power of attorney to represent the applicant, in box 3 the details of the holder of the right or the person, who is authorised to use the intellectual property should be provided. In such a case the representative has to sign the application in box 13 and include a reference to or a copy of his power of attorney.

#### **Box 4:**

Status of the applicant. Tick the appropriate box. See also model “Information on status of applicant” on page 29.

#### **Box 5:**

Type of right concerned by the application for action. Tick the appropriate box. See also model “Information on type of rights to which application refers” on page 31.

#### **Boxes 6 and 7:**

Contact details for the applicant's contact person dealing with administrative matters should be entered in Box 6. Box 7 is for the contact details of the person who would be responsible for meeting the customs authorities to discuss technical details of the goods detained. The person concerned must be easily contactable at short notice. See also “7.3. Contact person for administrative and technical questions” on page 19.

## **PART II - NATIONAL APPLICATIONS**

### **Boxes 8 and 9:**

Boxes 8 and 9 are for specific and accurate information which enable the customs authorities to identify the authentic goods correctly and for any information the right-holder may possess concerning the type or pattern of fraud (documents, photos etc.).

This information is mandatory and should be as detailed as possible to allow the customs authorities to identify suspect consignments simply and effectively using risk analysis principles.

Various types of information should be entered in these boxes to help improve customs intelligence on products and patterns of fraud. For details regarding this type of information see “7.2. Information concerning the goods” on page 16. See also model “Information on essential data on the authentic goods” on page 37 and model “Information concerning type or pattern of fraud” on page 40.

### **Box 10:**

Right-holders are required to proof holding of the requested rights. For details see “7.1. Proof of holding of the requested rights” on page 16. See also model “Information on type of rights to which application refers” on page 31.

### **Box 11:**

The natural or legal person who is mentioned in box 3 of the Application for action must be the one who will sign the documents foreseen in box 11 of the Application for action. If the documents are signed by a representative of the person mentioned in box 3, the representative has to include a reference to his power of attorney. For further details see “7.4. Declaration in accordance with Article 6 of the basic Regulation for national applications” on page 19.

### **Box 12:**

Right-holders should also forward any other information they know and may have to help improve customs intelligence on products and patterns of fraud. For details see “8. Is there other information that I should include in an application?” on page 19. See also model “Other information in the right-holder’s possession” on page 42.

### **Box 13:**

By signing this box, the applicant certifies that he accepts the terms of the Regulation and his obligations.

### **Box 14:**

This box will be filled in by the customs administration.

## PART II - NATIONAL APPLICATIONS

### Declaration in accordance with Article 6 of Council Regulation (EC) No 1383/2003 to be used with national applications

I, the undersigned .....

right-holder, within the meaning of Article 2(2) of Regulation (EC) No 1383/2003 (hereinafter 'the basic Regulation', of the intellectual property rights certified by the attached documents, hereby undertake in accordance with Article 6 of the Regulation to assume liability towards the persons involved in a situation referred to in Article 1(1) in the event that a procedure initiated pursuant to present Regulation is discontinued owing to an act or omission on my part or in the event that the goods in question are subsequently found not to infringe an intellectual property right.

- I hereby undertake to pay all costs incurred under the basic Regulation by keeping goods under customs control pursuant to Article 9, and where applicable Article 11, including costs occasioned by the destruction of goods infringing an intellectual property right pursuant Article 17.
- I confirm that I have taken note of Article 12 of the basic Regulation and undertake to notify the department indicated in Article 5(2) of any alteration to or loss of my intellectual property rights.

Done at ..... on .../...../20..

.....

(Signature)

## PART II - NATIONAL APPLICATIONS

Form recommended to use for information on status of applicant (box 4 of the national application)

NATIONAL APPLICATION FOR ACTION		
1. Date of application: DD/MM/YY: ...../...../.....		INTELLECTUAL PROPERTY RIGHTS  APPLICATION FOR ACTION BY CUSTOMS AUTHORITIES  under Article 5 (1) of Regulation (EC) No 1383/2003
2. Details of applicant: NAME: ..... ADDRESS: ..... TOWN: ..... POSTCODE: ..... COUNTRY: .....		
<b>INFORMATION ON STATUS OF APPLICANT (Box 4)</b>		
<p>Please mark the appropriate status of applicant in box 4 of the application form.</p> <ul style="list-style-type: none"> <li>▪ Where the application is made by any other person authorised to use one of the rights referred to in box 5 of the application, in addition to the proof of the right, the document by virtue of which the person is authorised to use the right in question is required.</li> <li>▪ Where a representative of the holder or of any other person authorised to use one of the rights referred to in box 5 of the application applies, in addition to the proof of the right, proof of authorisation to act is required.</li> </ul> <p>Please indicate the details of the documents attached to proof the status of the applicant in the following schedules.</p>		
3.1. License agreements: <span style="float: right;"><input type="checkbox"/> separate list attached for further license agreements (if more than five)</span>		
Date on which drawn up	Number (if available)	Remarks
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
3.2. Other agreements: <span style="float: right;"><input type="checkbox"/> separate list attached for further agreements (if more than five)</span>		
Date on which drawn up	Number (if available)	Remarks
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
3.3. Power of attorney: <span style="float: right;"><input type="checkbox"/> separate list attached for further powers of attorney (if more than five)</span>		
Date on which drawn up	Number (if available)	Remarks
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed

## PART II - NATIONAL APPLICATIONS

3.4. Other documents: <span style="float: right;"><input type="checkbox"/> separate list attached for further documents (if more than five)</span>		
Date on which drawn up	Number (if available)	Description, Remarks
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed

  

4. For the correctness and completeness:		
Date on which drawn up	Place	Applicant's signature and stamp
DD/MM/YY: ...../...../.....	.....	.....



**PART II - NATIONAL APPLICATIONS**

3.3. International registered Trademarks (valid in the country of application):						
<input type="checkbox"/> separate list attached for further trademarks (if more than ten)						
Number	Filing date	Expiry date	List of goods and services / Nice Classification	Name of trademark (if available)	Owner of the right	Certificate of registration Schedule No
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
4.1. Design rights registered in the country of application:						
<input type="checkbox"/> separate list attached for further design rights (if more than ten)						
Number	Filing date	Expiry date	Description		Owner of the right	Certificate of registration Schedule No
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
4.2. Community design rights:						
<input type="checkbox"/> separate list attached for further design rights (if more than ten)						
Number	Filing date	Expiry date	Description	Owner of the right	Registered (Yes / No)	Certificate of registration /proof of acquisition <sup>1</sup> ) Schedule No
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed



**PART II - NATIONAL APPLICATIONS**

4.3. International design rights (valid in the country of application): <input type="checkbox"/> separate list attached for further design rights (if more than ten)					
Number	Filing date	Expiry date	Description	Owner of the right	Certificate of registration Schedule No
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
<b>5. Copyrights and related rights:</b> <input type="checkbox"/> separate list attached for further copyrights and related rights (if more than ten)					
Description of the right (name, image, etc.)	Author	Expiry date (if already known)	Proof of acquisition (certificate of the first exhibit at a fair, affirmation in lieu of oath, declaration concerning the authorship, etc.)	Schedule No	
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
				<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
<b>6. Patents:</b> <input type="checkbox"/> separate list attached for further patents (if more than ten)					
Number	Filing date	Expiry date	Description	Owner of the patent	Certificate of registration Schedule No
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed

## PART II - NATIONAL APPLICATIONS

7. Supplementary protection certificates:						
<input type="checkbox"/> separate list attached for further supplementary protection certificates (if more than ten)						
Number	Filing date	Expiry date	Description	Owner	Supplementary protected certificate Schedule No	Patent specification Schedule No
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed

8. Protected designation of origin (PDO):		
<input type="checkbox"/> separate list attached for further protected designations of origin (if more than ten)		
Description (Name and type of the product)	Applicant	Certificate of registration Schedule No
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed

9. Protected geographical indication (PGI):		
<input type="checkbox"/> separate list attached for further protected geographical indications (if more than ten)		
Description (Name and type of the product)	Applicant	Certificate of registration Schedule No
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed

## PART II - NATIONAL APPLICATIONS

<b>10. Protected geographical designation for spirit drinks (Council Regulation (EEC) No 1576/89):</b> <small><input type="checkbox"/> separate list attached for further protected geographical designations for spirit drinks (if more than ten)</small>						
Description (Name and type of the product)	Applicant	Certificate of registration Schedule No				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
<b>11. Protected geographical designation for wine (Council Regulation (EC) No 1493/1999):</b> <small><input type="checkbox"/> separate list attached for further protected geographical designations for wine (if more than ten)</small>						
Description (Name and type of the product)	Applicant	Certificate of registration Schedule No				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
		<input type="checkbox"/> copy enclosed				
<b>12.1. Plant variety rights registered in the country of application:</b> <small><input type="checkbox"/> separate list attached for further plant variety rights (if more than ten)</small>						
Number	Filling date	Expiry date	Description	Owner	Certificate	Schedule No
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed

## PART II - NATIONAL APPLICATIONS

12.2. Community plant variety rights: <span style="float: right;"><input type="checkbox"/> separate list attached for further plant variety rights (if more than ten)</span>						
Number	Filing date	Expiry date	Description	Owner	Certificate	Schedule No
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
<b>13. For the correctness and completeness:</b>						
Date on which drawn up		Place		Applicant's signature and stamp		
DD/MM/YY: .....		.....		.....		

<sup>1)</sup> only for unregistered Community design rights.

## PART II - NATIONAL APPLICATIONS

**Form recommended for providing information on essential data on the authentic goods (box 8 of the national application)**

NATIONAL APPLICATION FOR ACTION	
<p>1. Date of application: DD/MM/YY: ...../...../.....</p>	<p><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p><b>APPLICATION FOR ACTION BY CUSTOMS AUTHORITIES</b></p> <p>under Article 5 (1) of Regulation (EC) No 1383/2003</p>
<p>2. Details of applicant: NAME: ..... ADDRESS: ..... TOWN: ..... POSTCODE: ..... COUNTRY: .....</p>	<p><b>INFORMATION ON ESSENTIAL DATA ON THE AUTHENTIC GOODS (Box 8)</b></p>
<p>Please give information on the following questions as far as you can:</p>	
<p><b>3.1. Where are the authentic goods produced?</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.2. Give all authorised importers, suppliers, manufacturers, carriers, consignees or exporters</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.3. Do third parties possess authorisation to trade in branded products and how do licensees legitimate themselves? Think through your company system and ask yourself whether all those entitled to trade with your products require written permission</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.4. Describe specific channels of distribution (e. g. general agencies, central warehouse, dispatch department, traffic routes)</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.5. Are genuine goods cleared in a specific procedure (e.g. in summary customs procedure, customs warehousing, etc.)?</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.6. At which customs offices are genuine goods normally cleared?</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	

## PART II - NATIONAL APPLICATIONS

<p><b>3.7. Are the authentic goods imported, exported or placed on the market using a particular system of distribution – e.g. only using a general agency or certain dispatch companies?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>3.8. Provide a short description of the transport routes (such as air, sea, road, post) used</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>4. Packaging of genuine goods:</b></p>
<p><b>4.1. How are the genuine goods packed (in single packages, boards, bulk, palletised)?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>4.2. Describe the specific accompanying documents, enclosures, letters of guarantee, package instructions or instructions for use</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>4.3. Do the package of the genuine goods show typical features e.g. particular identification marking (name of the manufacturer, order number, colour, etc.), special package design (colour, mould, material), or labels, security threads, holograms?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>4.4. Where is the exact position on the package and how do the features look like?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>5. Special features of genuine goods:</b></p>
<p><b>5.1. What typical features do genuine goods show, e.g. labels, security threads, holograms, buttons, hangtags, etc.?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>5.2. Where is the exact position of the features on the goods and how do they look like?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>

## PART II - NATIONAL APPLICATIONS

<b>6. Supply pictures of the genuine goods and their packaging</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>7. Do you know the CN tariff heading of the genuine goods? If yes, please name it</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>8. Value of the original goods:</b>		
<b>8.1. What is the customs value of the original goods?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>8.2. What is the market value of the original goods on the legitimate market in the country in which the application for action is lodged?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>8.3. What is the average market value of the original goods on the legitimate market in the Community?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<p><b>It is recommended to provide the information concerning the goods also to the competent customs department in electronic form to make it easier to put this information into electronic databases or information systems used by the customs administrations for that purposes.</b></p>		
<b>9. For the correctness and completeness:</b>		
Date on which drawn up	Place	Applicant's signature and stamp
DD/MM/YY: ...../...../.....	.....	.....

## PART II - NATIONAL APPLICATIONS

**Form recommended for providing information concerning the type or pattern of fraud (box 9 of the national application)**

NATIONAL APPLICATION FOR ACTION	
<p>1. Date of application:</p> <p>DD/MM/YY: ...../...../.....</p>	<p>INTELLECTUAL PROPERTY RIGHTS</p> <p><b>APPLICATION FOR ACTION BY CUSTOMS AUTHORITIES</b></p> <p>under Article 5 (1) of Regulation (EC) No 1383/2003</p>
<p>2. Details of applicant:</p> <p>NAME: .....</p> <p>ADDRESS: .....</p> <p>TOWN: .....</p> <p>POSTCODE: .....</p> <p>COUNTRY: .....</p>	<p><b>INFORMATION CONCERNING THE TYPE OR PATTERN OF FRAUD (Box 9)</b></p>
<p>Please give information on the following questions as far as you can:</p>	
<p>3. Provide all available information on <u>counterfeit goods</u> that can be useful to identify suspect consignments, like</p>	
<p>3.1. places and countries of production</p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p>3.2. names and addresses of the companies or individuals who act or have previously acted as the manufacturers, distributors, intermediaries, transporters, importers, consignees or exporters</p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p>3.3. channels of distribution (e. g. general agencies, central warehouse, dispatch department, traffic routes)</p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p>3.4. how and where do the goods enter the Community</p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p>3.5. means of transport</p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p>3.6. specific customs procedures the counterfeited goods will be placed under, e.g. release for free circulation, transit, customs warehousing, inward processing, etc.</p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	



## PART II - NATIONAL APPLICATIONS

<b>4. Is it possible to conclude from the low customs value declared that the goods are counterfeit, e.g. because even the lowest purchase price clearly exceeds the price of counterfeit products? What is the threshold for this amount?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5. Describe the special features of <u>counterfeit goods</u> seized in former cases, like:</b>		
<b>5.1. What specific features of the packaging where different or missing from the original?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5.2. What specific accompanying documents, enclosures, letters of guarantee, package instructions or instructions for use where different or missing from the original?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5.3. Do the package of the counterfeit goods not show the typical features of originals e.g. particular identification marking (name of the manufacturer, order number, colour, etc.), special package design (colour, mould), or labels, security threads, holograms?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5.4. Supply pictures comparing counterfeit and genuine goods and their packaging</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5.5. What typical features do counterfeit goods not show, e.g. labels, security threads, holograms, buttons, hangtags, etc.?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>It is recommended to provide the information concerning the goods also to the competent customs department in electronic form to make it easier to put this information into electronic databases or information systems used by the customs administrations for that purposes.</b>		
<b>6. For the correctness and completeness:</b>		
Date on which drawn up	Place	Applicant's signature and stamp
DD/MM/YY: ...../...../.....	.....	.....

## PART II - NATIONAL APPLICATIONS

**Form recommended for providing other information in the right-holder's possession (box 12 of the national application)**

NATIONAL APPLICATION FOR ACTION		
<b>1. Date of application:</b> DD/MM/YY: ...../...../.....	<b>INTELLECTUAL PROPERTY RIGHTS</b>  <b>APPLICATION FOR ACTION</b> <b>BY CUSTOMS AUTHORITIES</b>  under Article 5 (1) of Regulation (EC) No 1383/2003	
<b>2. Details of applicant:</b> NAME: ..... ADDRESS: ..... TOWN: ..... POSTCODE: ..... COUNTRY: .....	<b>ANY OTHER INFORMATION</b> <b>IN THE RIGHT-HOLDER'S</b> <b>POSSESSION</b> <b>(Box 12)</b>	
<p>By way of indication and where known, right-holders should also forward any other information they may have, like information concerning planned deliveries. This information should be as detailed as possible to allow the customs authorities to identify suspect consignments simply and effectively using risk analysis principles and should include information on destination, name of the customs office, where the goods are to be imported into the Community or exported, name of the ship, name and address of importers, suppliers, manufacturer, carriers, consignee or exporter, container number, shipping company, airline, flight number, forwarding department, number plate of the lorry, international custom pass number, etc.</p>		
<b>3. Please provide any other information in the right-holder's possession:</b>		
<div style="border: 1px solid black; min-height: 300px;"></div>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>4. For the correctness and completeness:</b>		
Date on which drawn up DD/MM/YY: ...../...../.....	Place .....	Applicant's signature and stamp .....

## PART II - NATIONAL APPLICATIONS

### Form recommended for extending the period of validity of a national application

<b>NATIONAL APPLICATION FOR ACTION</b>	
<p><b>1. Date of receipt of the request for extension by the designated customs department (within the meaning of Article 5(2) of the Regulation (EC) 1383/2003):</b></p> <p>DD/MM/YY: ...../...../.....</p>	<p><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p><b>REQUEST FOR EXTENSION OF A VALIDITY PERIOD</b></p> <p>under Article 5 (1) of Regulation (EC) No 1383/2003</p>
<p><b>3. Details of applicant:</b></p> <p>NAME: .....</p> <p>FUNCTION: .....</p> <p>ADDRESS: .....</p> <p>TOWN: .....</p> <p>POSTCODE: .....</p> <p>COUNTRY: .....</p> <p>EORI NO: .....</p> <p>TEL: .....</p> <p>MOBILE: .....</p> <p>FAX: .....</p> <p>E-MAIL: .....</p> <p>INTERNET ADDRESS: .....</p>	<p><b>2. Name and address of competent authority to which the request is made:</b></p>
<p><b>4. Date and registration number of the application:</b></p> <p>DD/MM/YY: ...../...../.....</p> <p>No: .....</p>	<p><b>5. Date of expiry of the application:</b></p> <p>DD/MM/YY: ...../...../.....</p>
<p><b>6. Information concerning the right-holder and the intellectual property rights:</b></p> <p>I confirm, that there are no changes</p> <p>(1) in the declared intellectual property rights and in the information concerning the right-holder and</p> <p>(2) in the undertaking laid down in Article 6 of Regulation (EC) No 1383/2003, assuming liability in the situations outlined in that Article.</p> <p><input type="checkbox"/> Where registered rights are concerned, that will expire within the next year, the acceptance of the renewal of those rights is attached. Number of documents attached: .....</p> <p>I confirm to undertake to notify the department indicated in box 2 of any alteration to or loss of my rights.</p>	
<p><b>7. Information concerning the essential technical data on the authentic goods:</b></p> <p>I have checked the information concerning the essential technical data on the authentic goods provided to customs and</p> <p><input type="checkbox"/> it is up-to-date and there are no changes necessary.</p> <p><input type="checkbox"/> it is updated. Number of documents attached: .....</p>	
<p><b>8. Information concerning the type or pattern of fraud:</b></p> <p>I have checked the information concerning the type or pattern of fraud provided to customs and</p> <p><input type="checkbox"/> it is up-to-date and there are no changes necessary.</p> <p><input type="checkbox"/> it is updated. Number of documents attached: .....</p>	
<p><b>9. Information concerning the right-holder's contact person for administrative and technical questions:</b></p> <p>I have checked the information concerning the right-holder's contact person for administrative and technical questions and</p> <p><input type="checkbox"/> it is up-to-date and there are no changes necessary.</p> <p><input type="checkbox"/> it is updated. Number of documents attached: .....</p>	
<p><b>10. Information concerning other information provided by the right-holder:</b></p> <p>I have checked the information concerning other information and</p> <p><input type="checkbox"/> it is up-to-date and there are no changes necessary.</p> <p><input type="checkbox"/> it is updated. Number of documents attached: .....</p>	

## PART II - NATIONAL APPLICATIONS

<b>11. Date of filing the request:</b>		
Date on which drawn up	Place	Applicant's signature and stamp (i)
DD/MM/YY: ...../...../.....	.....	.....
<b>12. Decision by customs authorities (within the meaning of Article 5(7) and (8) of Regulation (EC) No 1383/2003):</b>		
<input type="checkbox"/> The request for extension of validity is approved.      Registration number: .....		
The application is exceeded until: ...../...../..... Any request for extension of the validity period should be sent to the competent authority of Box 2, at the latest 30 working days before the validity of the application expires.		
Date	Place	Signature and stamp
DD/MM/YY: ...../...../.....	.....	.....
<hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> The request for extension of validity has been refused.      Registration number: .....		
A reasoned decision stating the grounds for refusal and information concerning the appeal procedure are attached.		
Date	Place	Signature and stamp
DD/MM/YY: ...../...../.....	.....	.....

- 
- (i) If the applicant is a representative of the right-holder, he must provide proof that he is empowered to represent the right-holder.

## PART III – COMMUNITY APPLICATIONS

### 1. What must I do before I can file an application for action?

You must complete the registration of your intellectual property right (community trademark, community design right, etc.) in accordance with Community procedures for these rights.

For unregistered rights (unregistered Community design rights, etc.), you must collect proofs that you are right-holder in the meaning of Art. 2 (2) of Council Regulation (EC) No 1383/2003

### 2. Who is authorised to lodge an application?

The holder of

- a registered Community trademark as provided for by Council Regulation (EC) No 40/94 of 20 December 1993 on the Community trademark,
- a Community design right as provided for by Council Regulation (EC) No 6/ 2002 of 12 December 2001 on Community designs,
- a Community plant variety right of the kind provided for in Council Regulation (EC) No 2100/94,
- designations of origin or geographical indications under Council Regulations (EC) No 510/2006 and (EC) No 1493/1999 or
- geographical designations of the kind provided for in Regulation (EC) No 110/2008 of the European Parliament and of the Council

*The supplementary protection certificates for medicinal products or for plant protection products do not establish “Community rights”. They are **not** mentioned in Article 5(4) of Regulation (EC) No 1383/2003 but they are erroneously mentioned in box 5 of the application form.*

or any other person who is authorised to use the above intellectual property rights or any representative of the right-holder.

Using the Community application according to Article 5(4) of the basic Regulation the applicant applies for action by the customs authorities of that Member State in which the application for action is lodged and in addition for all Member States indicated in box 6 of the application form.

### 3. How much will I be charged for the application?

There are no administrative costs to pay for an application. However, the applicant has to provide and pay for any translations that may be necessary.

## **PART III - COMMUNITY APPLICATIONS**

### **4. Can I also make an application if I don't know that counterfeit goods exist already?**

An application can be filed also as a preventive measure or where the applicant has reason to think that his intellectual property right or rights have been or are likely to be infringed.

### **5. Where can I file the application?**

The designated customs departments in the Member States competent to receive and process applications for action are listed in part IV (see page 76).

### **6. Is there an official form for the application?**

The application for action shall be made out on the form laid down in Annex II of the implementing Regulation (see page 55).

In Member States, where electronic data interchange systems exist, right-holders are encouraged to lodge the applications electronically. In these cases the forms will be made available to the applicant in digital form on one or more public sites that are directly accessible by computer. It may subsequently be reproduced on private printing equipment.

Handwritten forms shall be completed in ink and in block capitals in readable form. Whatever method is used, forms shall contain no erasures, overwritten words or other alterations.

Where necessary additional sheets can be attached, they will form an integral part of the application.

The form shall be made up of two copies:

- (a) the copy for the Member State in which the application is lodged, marked '1';
- (b) the copy for the right-holder, marked '2'.

In addition one copy of the application (including all additional sheets) for each Member State indicated in box 6 of the application form is necessary. The same applies to information provided on data carriers like CD or DVD)

### **7. Is a Community application automatically valid in all Member States?**

No. It is up to the applicant to decide in which Member States the Community application shall apply. This request is made by the applicant by indicating the Member States in box 6 of the application form. Using the Community application at least two but even all Member States might be chosen.

If the applicant wants to apply for action by the customs authorities of only one Member State the national application for action has to be used (see page 14).

## **PART III - COMMUNITY APPLICATIONS**

### **8. What type of information is mandatory?**

The following type of information is required in an application for action. Where the application does not contain that mandatory information the competent customs department will not accept the application.

#### **8.1. Proof of holding of the requested rights**

Right-holders are required to provide evidence of their entitlement, for example by providing certified roll extracts, register extracts or copies of the rights in question. In the case of Community design rights which are not registered the right-holders have to demonstrate credibly that a claim to that right may be made (e.g. affidavit, proof of acquisition).

If the applicant is not the owner of the rights, but a person authorized to use the rights, or a nominated representative, then the applicant must prove his or her authorization to use the rights or act as representative in addition to proving ownership of a right. This can generally be done by submitting the appropriate contracts. It is also possible to submit a separate proxy from the right-holder without the use of any special form.

It is recommended to use the model forms provided by this manual (see pages 63 and 65) for these purposes.

#### **8.2. Information concerning the goods**

Before customs is able to inspect goods they must, on the basis of information provided by the right-holder, be able to make a selection out of the total traffic of goods. This pre-arrival or pre-departure selection is based on risk management. Information from right-holder therefore has to be two-sided, information on the original goods and information on counterfeits. When inspecting goods on entry in particular, invoice documents, freight documents, other business documents, cases and containers are examined. The inspection of documentation and declaration data therefore plays a very important role. Thus right-holder should supply the customs authority with information about the delivery and those parties involved therein.

Therefore the right-holder should give information on the following questions as far as he can:

- Where are the authentic goods produced?
- Give all authorised importers, suppliers, manufacturers, carriers, consignees or exporters.
- Do third parties possess authorisation to trade in branded products and how do licensees legitimate themselves? Think through your company system and ask yourself whether all those entitled to trade with your products require written permission.
- Describe specific channels of distribution (e. g. general agencies, central warehouse, dispatch department, traffic routes)
- Are genuine goods cleared in a specific procedure (e.g. in summary customs procedure, customs warehousing, etc.)?
- At which customs offices are genuine goods normally cleared?

### PART III - COMMUNITY APPLICATIONS

- Are the authentic goods imported, exported or placed on the market using a particular system of distribution – e.g. only using a general agency or certain dispatch companies?
- Provide a short description of the transport routes (such as air, sea, road, post) used.
- Is it possible to conclude from the low customs value declared that the goods are counterfeit, e.g. because even the lowest purchase price clearly exceeds the price of counterfeit products? What is the threshold for this amount?
- Provide all available information on counterfeit goods that can be useful to identify suspect consignments, like
  - places and countries of production;
  - names and addresses of the companies or individuals who act or have previously acted as the manufacturers, distributors, intermediaries, transporters, importers, consignees or exporters;
  - channels of distribution (e. g. general agencies, central warehouse, dispatch department, traffic routes);
  - how and where do the goods enter the Community?
  - means of transport;
  - specific customs procedures the counterfeited goods will be placed under, e.g. release for free circulation, transit, customs warehousing, inward processing, etc.

Once a consignment has been picked up for customs inspection, it is essential that the customs office can establish whether the goods in question are suspected of infringing certain rights. Applications which don't contain any information to distinguish originals and counterfeited products are unsuitable for customs to take action. If customs has no information concerning the original goods they are not able to say that the declared goods are suspected of infringing the right of the right-holder. In consequence they will not be allowed to suspend the release of goods.

Customs offices require a description and illustration of the protected right and information about how the right-holders normally use this right in business transactions. Information about the registered rights can normally be taken from the roll or register extracts. However, this has to be supplemented with current examples or style guides and character guides.

The product characteristics are the main thing used to verify infringements. That is why it is important to know what authentic goods normally look like and how to recognise them. The typical features of the original (such as those relating to packaging, accompanying notices/leaflets, guarantee certificates, operating instructions, neck labels, etc.) or particular security features (such as labels, security threads, holograms, etc.) should be described by the right-holder.

Therefore the right-holder should answer the following questions as far as he can. If you have more than one type of goods (e.g. clothes, shoes) or different assortments of goods with different security features, please answer the following questions separately:



## PART III - COMMUNITY APPLICATIONS

- Packaging of genuine goods:
  - How are the genuine goods packed (in single packages, boards, bulk, palletised)?
  - Describe the specific accompanying documents, enclosures, letters of guarantee, package instructions or instructions for use.
  - Do the package of the genuine goods show typical features e.g. particular identification marking (name of the manufacturer, order number, colour, etc.), special package design (colour, mould, material), or labels, security threads, holograms?
  - Where is the exact position on the package and how do the features look like?
- Special features of genuine goods:
  - What typical features do genuine goods show, e.g. labels, security threads, holograms, buttons, hangtags, etc.?
  - Where is the exact position of the features on the goods and how do they look like?
- Supply pictures of the genuine goods and their packaging.
- Do you know the CN tariff heading of the genuine goods? If yes, please name it.
- Value of the original goods
  - What is the customs value of the original goods?
  - What is the market value of the original goods on the legitimate market in the country in which the application for action is lodged?
  - What is the average market value of the original goods on the legitimate market in the Community?
- Describe the special features of counterfeit goods seized in former cases, like:
  - What specific features of the packaging were different or missing from the original?
  - What specific accompanying documents, enclosures, letters of guarantee, package instructions or instructions for use were different or missing from the original?
  - Do the package of the counterfeit goods not show the typical features of originals e.g. particular identification marking (name of the manufacturer, order number, colour, etc.), special package design (colour, mould), or labels, security threads, holograms?
  - Supply pictures comparing counterfeit and genuine goods and their packaging.
  - What typical features do counterfeit goods not show, e.g. labels, security threads, holograms, buttons, hangtags, etc.?

## **PART III - COMMUNITY APPLICATIONS**

It is recommended to provide the information concerning the goods also to the competent customs department in electronic form to make it easier to put this information into electronic databases or information systems used by the customs administrations for that purposes.

It is recommended to use the model forms provided by this manual (see pages 68 and 71) for these purposes.

### **8.3. Contact person for administrative and technical questions**

The applicant has to give customs all contact details (name, address, telephone number, fax number, e-mail-address) of a natural person dealing with administrative matters and with technical matters for each Member State in which the applicant has requested customs action.

A single person could be designated as technical and administrative expert, but the person requires expertise in both areas. A single person could also be designated for several Member States as technical and/or administrative expert. It is essential to have an administrative and technical contact point as required in the application for action. These persons concerned must be easily contactable at short notice and should be able to speak the language(s) of the Member State in which the applicant has requested customs action. Furthermore the person should be accessible at least Monday to Friday during the normal working hours of this country. Anyhow it is not necessary that these persons are situated in the Member State in which the applicant has requested customs action but should be located within the Community. Where the contact person for technical matters is located outside the Community customs may not be able to send samples of the suspicious goods.

It is vital to keep your contact details up to date or the suspected goods may be released.

### **8.4. Declaration in accordance with Article 6 of the basic Regulation for community applications**

Applications for action shall be accompanied by a declaration signed by the right-holder, which shall be made out on the form laid down in Annex II-B of the implementing Regulation (see page 62). In order to prevent any confusion it is recommended to mention in the declaration the name of the person who signed the declaration and the company the person is representing in readable form (stamp, capital letters, ...) and, if they are different, also the name of the applicant. If the person who signs the declaration is a representative of the applicant, he must provide proof that he is empowered to represent the applicant and to sign the declaration. No alterations should be made to the text of Annex II-B as this will lead to non-acceptance of the application.

The declaration may be submitted either in writing or electronically, in accordance with national legislation of the Member State.

## **9. Is there other information that I should include in an application?**

By way of indication and where known, right-holders should also forward any other information they may have, like information concerning planned deliveries. This information should be as detailed as possible to allow the customs authorities to identify suspect consignments simply and effectively using risk analysis principles and should include information on destination, name of the customs office, where the goods are to be imported into the Community

## **PART III - COMMUNITY APPLICATIONS**

or exported, name of the ship, name and address of importers, suppliers, manufacturer, carriers, consignee or exporter, container number, shipping company, airline, flight number, forwarding department, number plate of the lorry, international custom pass number, etc. <sup>(17)</sup>

It is recommended to use the model form provided by this manual (see page 73) for these purposes.

### **10. How does the competent customs department decide on applications?**

The competent customs department will process the application and notify the applicant in writing of its decision within 30 working days of its receipt. When granting an application for action, the competent customs department specifies the period during which the customs authorities are to take action. That period is in principle one year. The department which took the initial decision may, at the right-holder's request, extend that period (see also below "14.

Is it possible to extend the validity period of a Community application for action?").

The decision granting the right-holder's application for action will immediately be forwarded to those concerned customs offices of the Member State by the competent customs department which took the initial decision.

### **11. How are the other Member States informed of the application?**

As a service the customs department which has taken the decision will normally forward the decision directly to the other Member State or States in which the applicant has requested customs action. If preferred, the applicant may take the obligation to forward that decision, with any other information and any translations that may be necessary, to the competent customs department of the Member State or States.

The decision will not enter into force in the recipient Member State or States until the right-holder has provided any translations that may be necessary.

The decision will immediately be forwarded to those concerned customs offices of the Member State by the competent customs department which received the initial decision together with any other information and any translations that may be necessary.

### **12. Who has to provide necessary translations or other information if required by Member States?**

It is up to the applicant to provide and pay for any translations necessary.

Translations of the application forms and the declaration according to Article 6 of the basic Regulation usually may not be necessary, because the content of the documents is harmo-

---

<sup>(17)</sup> In cases where such type of information has not been included in the application because it was not known to the right-holder at the time of filing the application it can be forwarded to the customs office concerned using the "Red Alert" form or the "New Trend" form (see part V, page 77). See for a list of contact points: [http://ec.europa.eu/taxation\\_customs/customs/customs\\_controls/counterfeit\\_piracy/right\\_holders/index\\_en.htm](http://ec.europa.eu/taxation_customs/customs/customs_controls/counterfeit_piracy/right_holders/index_en.htm)

## **PART III - COMMUNITY APPLICATIONS**

nised. It should be noted that there may be some instances where specific national provisions may require translation.

When it comes to the technical details, especially details put in additional sheets as referred to in

- box 7 (essential data on the authentic goods) or
- box 8 (specific information concerning the type or pattern of fraud)

of the form, the question of translation has to be seen in the light of the necessity that this information is needed to enable the goods in question to be readily recognised by the customs authorities. As that information has to be passed on to customs officers on the ground, technical descriptions and details or complex and very extensive information needs to be translated into the local language to be properly understood by the customs officers on the ground.

Providing technical descriptions using significant photos with only short and simple explanations (e.g. multilingual English / French / German) can widely reduce the needs for providing translations in the different Member States.

### **13. In which cases should I inform the competent customs department?**

In the following cases the applicant has immediately to notify the competent customs department which took the initial decision:

- if his rights ceases to be validly registered,
- if his registered rights expire and he will not ask for extension or extension is not possible,
- if because of other reasons he is no longer the right-holder,
- if there is a change of any information, including changes of contact persons' details or new or updated information on authentic goods, provided in the application,
- if the applicant gets new information which has to be included in an application, especially new trends or significant cases that happened in other countries or
- if the applicant wishes to withdraw his application.

In all communication with the customs department concerning registered applications, it is important to make reference of the date and registration number of the application.

The information can be sent in a simple letter and it is recommended to copy in all competent customs departments of all relevant Member States that were indicated in box 6 of the application. It is recommended to provide the information also to the competent customs department in electronic form to make it easier to put this information into electronic databases or information systems used by the customs administrations for that purposes.

## **PART III - COMMUNITY APPLICATIONS**

### **14. Is it possible to extend the validity period of a Community application for action?**

Yes, but be aware that extensions of validity of a decision granting the right-holder's application for action are not made automatically and the applicant has to make a request for it.

It is recommended to use the model form provided by this manual (see page 74) for these purposes.

### **15. When should I apply for an extension of the validity period of a application for action?**

In order to avoid that the decision exceeds and the extension is not granted any requests for extension of the validity period should be sent to the department which took the initial decision at the latest 30 working days before the validity of the application expires.

### **16. How can I apply for extending the validity period of a Community application for action?**

It is recommended to use the model form provided by this manual (see page 74) for the right-holder's request to extend the period of an application for action.

### **17. Is it possible to add new IPR to a Community application for action?**

No. For new IPR a new application for action has to be filed covering the new IPR. If preferred, a new application covering all IPR can be filed instead.

### **18. Is it possible to add new Member States to a Community application for action?**

Yes. The request has to be sent to the competent customs department which took the initial decision using the model form laid down in Annex II of the implementing Regulation (see page 55). In addition one copy of the original application (including all additional sheets) for each new Member State and for the competent customs department is necessary. The same applies to information provided on data carriers like CD or DVD.

### **19. Is it possible to cancel one or more of the IPR already registered under a Community application for action?**

Yes. The request can be sent by the applicant to the competent customs department which took the initial decision in a simple letter.

### **PART III - COMMUNITY APPLICATIONS**

#### **20. Is it possible to delete products and classes of products under an IPR which have been already registered under a Community application for action?**

Yes. This is considered to be an update of information on authentic goods (see also above “13. In which cases should I inform the competent customs department?”).

#### **21. Is it possible to add new products to an existing application for action?**

Yes, as long as it is covered by the IPR but not has been included in the original application. This is considered to be an update of information on authentic goods (see also above “13. In which cases should I inform the competent customs department?”).

## PART III - COMMUNITY APPLICATIONS

### Form for Community applications (Annex II of the basic Regulation)

<b>COMMUNITY APPLICATION FOR ACTION</b>	
<p>1. Date of receipt of the application for action by the designated customs department (within the meaning of Article 5(2) of the Regulation (EC) 1383/2003)</p> <p>DD/MM/YY: .....</p>	<p><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p><b>APPLICATION FOR ACTION BY CUSTOMS AUTHORITIES</b></p> <p>under Article 5 (4) of Regulation (EC) No 1383/2003</p>
<p>3. Details of applicant (i.e. right-holder within meaning of Article 2(2) of Regulation (EC) 1383/2003)<sup>(*)</sup></p> <p>NAME: .....</p> <p>FUNCTION: .....</p> <p>ADDRESS: .....</p> <p>TOWN: .....</p> <p>POSTCODE: .....</p> <p>COUNTRY: .....</p> <p>VAT NO: .....</p> <p>TEL: .....</p> <p>MOBILE: .....</p> <p>FAX: .....</p> <p>E-MAIL: .....</p> <p>INTERNET ADDRESS: .....</p>	<p>2. Name and address of competent authority to which application is made:</p>
<p>4. Status of applicant (within the meaning of Article 2(2) of Regulation (EC) 1383/2003)<sup>(*)</sup></p> <p><input type="checkbox"/> Right-holder<sup>(*)</sup> <input type="checkbox"/> Right-holder's representative<sup>(*)</sup></p> <p><input type="checkbox"/> Authorised user of the right<sup>(*)</sup> <input type="checkbox"/> Representative of authorised user<sup>(*)</sup></p>	
<p>5. Type of right to which application refers:</p> <p><input type="checkbox"/> Community trademark<sup>(3)</sup> ..... <input type="checkbox"/> Community design right<sup>(3)</sup></p> <p><input type="checkbox"/> Supplementary protection certificate<sup>(4)</sup></p> <p><input type="checkbox"/> Geographical indication protected by the Community<sup>(5)</sup></p> <p><input type="checkbox"/> Designation of origin protected by the Community<sup>(5)</sup></p> <p><input type="checkbox"/> Community protected plant variety right<sup>(6)</sup></p> <p><input type="checkbox"/> Geographical designations for spirit drinks<sup>(7)</sup></p>	
<p>6. Member State(s) in which action by customs authorities is requested:</p> <p><input type="checkbox"/> BE <input type="checkbox"/> BG <input type="checkbox"/> CZ <input type="checkbox"/> DK <input type="checkbox"/> DE</p> <p><input type="checkbox"/> EE <input type="checkbox"/> IE <input type="checkbox"/> EL <input type="checkbox"/> ES <input type="checkbox"/> FR</p> <p><input type="checkbox"/> IT <input type="checkbox"/> CY <input type="checkbox"/> LV <input type="checkbox"/> LT <input type="checkbox"/> LU</p> <p><input type="checkbox"/> HU <input type="checkbox"/> MT <input type="checkbox"/> NL <input type="checkbox"/> AT <input type="checkbox"/> PL</p> <p><input type="checkbox"/> PT <input type="checkbox"/> RO <input type="checkbox"/> SI <input type="checkbox"/> SK <input type="checkbox"/> FI</p> <p><input type="checkbox"/> SE <input type="checkbox"/> UK</p>	
<p>7. I attach essential technical data on the authentic goods:</p> <p><input type="checkbox"/> Number of documents attached<sup>(8)</sup> <input type="checkbox"/> Number of photos attached<sup>(8)</sup>:</p>	
<p>8. I attach specific information concerning the type or pattern of fraud:</p> <p><input type="checkbox"/> Number of documents attached<sup>(8)</sup> <input type="checkbox"/> Number of photos attached<sup>(8)</sup>:</p>	

## PART III - COMMUNITY APPLICATIONS

<p>9. I attach document(s) attesting to the fact that the applicant holds the right for the goods in question within the meaning of Article 2(2) of Regulation (EC) No 1383/2003 <sup>(*)</sup></p> <p><input type="checkbox"/> Number of documents attached <sup>(*)</sup></p>			
<p>10. I attach the undertaking laid down in Article 6 of Regulation (EC) No 1383/2003, assuming liability in the situations outlined in that Article: <sup>(*)</sup></p> <p>Undertaking attached: <input type="checkbox"/></p>			
<p>11. Right-holder's contact person in the other Member States where action is requested <sup>(1)</sup></p> <p style="text-align: center;"><b>ADMINISTRATIVE QUESTIONS (lawyer, for example)</b></p>			
<input type="checkbox"/> BE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> BG Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> CZ Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> DK Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> DE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> EE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> IE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> EL Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> ES Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> FR Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> IT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> CY Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> LV Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> LT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> LU Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> HU Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> MT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> NL Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> AT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> PL Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list



## PART III - COMMUNITY APPLICATIONS

<input type="checkbox"/> PT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> RO Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> SI Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> SK Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> FI Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> SE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> UK Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	
12. Right-holder's contact person in the other Member States where action is requested <sup>(1)</sup>			
<b>TECHNICAL QUESTIONS (expert, for example)</b>			
<input type="checkbox"/> BE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> BG Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> CZ Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> DK Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> DE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> EE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> IE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> EL Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> ES Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> FR Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> IT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> CY Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list

**PART III - COMMUNITY APPLICATIONS**

<input type="checkbox"/> LV Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> LT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> LU Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> HU Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> MT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> NL Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> AT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> PL Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> PT Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> RO Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> SI Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> SK Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list
<input type="checkbox"/> FI Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> SE Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	<input type="checkbox"/> UK Name: Address: Tel.: Mobile: Fax: E-mail <input type="checkbox"/> See attached list	
13. Any other information in the right-holder's possession, e.g.:			
- Country or countries of production		Number of documents attached <sup>(8)</sup> <input type="checkbox"/>	
- Routes used by traffickers		Number of documents attached <sup>(8)</sup> <input type="checkbox"/>	
- Technical differences between the authentic and the suspect goods		Number of documents attached <sup>(8)</sup> <input type="checkbox"/>	
CN tariff heading:			
Other useful information		Number of documents attached <sup>(8)</sup> <input type="checkbox"/>	
14. Date of filing application:			
Date on which drawn up		Place	Applicant's signature <sup>(**)</sup>
DD/MM/YY: ...../...../.....		.....	.....

## PART III - COMMUNITY APPLICATIONS

<b>15. Decision by customs authorities (within the meaning of Article 5(7) and (8) of Regulation (EC) No 1383/2003)</b>		
<input type="checkbox"/> The application is approved                      Registration number of AA: .....		
Date DD/MM/YY	Place .....	Signature and stamp .....
<input type="checkbox"/> The application is valid until: .../.../.... Any request for extension of the validity period should be sent to the competent authority of Box 2, at the latest 30 working days before the validity of the application expires.		
<input type="checkbox"/> The application has been refused		
A reasoned decision stating the grounds for refusal and information concerning the appeal procedure are attached.		
Date DD/MM/YY	Place .....	Signature and stamp .....
<b>16. Acknowledgement of receipt</b>		
Concerning application made by ..... (name of the applicant)		
<input type="checkbox"/> BE <input type="checkbox"/> BG <input type="checkbox"/> CZ <input type="checkbox"/> DK <input type="checkbox"/> DE <input type="checkbox"/> EE <input type="checkbox"/> IE <input type="checkbox"/> EL <input type="checkbox"/> ES <input type="checkbox"/> FR <input type="checkbox"/> IT <input type="checkbox"/> CY <input type="checkbox"/> LV <input type="checkbox"/> LT <input type="checkbox"/> LU <input type="checkbox"/> HU <input type="checkbox"/> MT <input type="checkbox"/> NL <input type="checkbox"/> AT <input type="checkbox"/> PL <input type="checkbox"/> PT <input type="checkbox"/> RO <input type="checkbox"/> SI <input type="checkbox"/> SK <input type="checkbox"/> FI <input type="checkbox"/> SE <input type="checkbox"/> UK	<b>NAME:</b>  <b>PLACE AND DATE OF RECEIPT:</b>  <b>SIGNATURE AND STAMP:</b>	

<sup>(\*)</sup> See box 9 (for further information see 'Notes on completion', Annex II-A).

<sup>(1)</sup> Tick the appropriate box(es).

<sup>(2)</sup> Council Regulation (EC) No 40/94 (OJ L11, 14.11.1994, p.1).

<sup>(3)</sup> Council Regulation (EC) No 6/2002 (OJ L 3, 5.1.2002, p.1).

<sup>(4)</sup> Council Regulation (EEC) No 1768/92 or Regulation (EC) No 1610/96 of the European Parliament and of the Council (OJ L 198, 8.8.1996, p.30).

<sup>(5)</sup> Council Regulation (EEC No 2081/92 and (EC) No 1493/99 (OJ L179, 14.7.1999, p.1).

<sup>(6)</sup> Council Regulation (EC) No 2100/94 (OJ L 227, 1.9.1994, p.1).

<sup>(7)</sup> Council Regulation (EEC) No 1576/89 (OJ L 160, 12.6.1989, p.1).

<sup>(8)</sup> Insert the relevant number; if none are attached, insert 0.

<sup>(\*\*)</sup> If the applicant is a representative of the right-holder, he must provide proof that he is empowered to represent the right-holder

## **PART III - COMMUNITY APPLICATIONS**

### **Notes on completion of Community applications**

#### **Box 1:**

This box will be filled in by the customs administration.

#### **Box 2:**

Details of the designated customs department (see list of customs departments competent to receive and process applications for action in part IV – page 76).

#### **Box 3:**

Name, address and capacity of the applicant. In box 3 the details of the following persons should be provided:

- the holder of the right (within the meaning of Article 2(2)(a) of the basic Regulation);
- a person authorised to use the intellectual property right.

In the case of a representative who is not authorised to use the intellectual property right but has the power of attorney to represent the applicant, in box 3 the details of the holder of the right or the person, who is authorised to use the intellectual property should be provided. In such a case the representative has to sign the application in box 13 and include a reference to or a copy of his power of attorney.

#### **Box 4:**

Status of the applicant. Tick the appropriate box. See also model “Information on status of applicant” on page 63.

#### **Box 5:**

Type of right concerned by the application for action. Tick the appropriate box. See also model “Information on type of rights to which application refers” on page 65.

#### **Box 6:**

Tick the box for the Member States in which action by the customs authorities is requested. It is strongly recommended to file an application for action in every Member State.

#### **Boxes 7 and 8:**

Boxes 7 and 8 are for specific and accurate information which would enable the customs authorities to identify the authentic goods correctly and for any information the right-holder may possess concerning the type or pattern of fraud (documents, photos etc.).

## **PART III - COMMUNITY APPLICATIONS**

This information is mandatory and should be as detailed as possible to allow the customs authorities to identify suspect consignments simply and effectively using risk analysis principles.

Various types of information should be entered in these boxes to help improve customs intelligence on products and patterns of fraud. For details regarding this type of information see “8.2. Information concerning the goods” on page 47. See also model “Information on essential data on the authentic goods” on page 68 and model “Information concerning type or pattern of fraud” on page 71.

### **Box 9:**

Right-holders are required to proof holding of the requested rights. For details see “8.1. Proof of holding of the requested rights” on page 47. See also model “Information on type of rights to which application refers” on page 65.

### **Box 10:**

The natural or legal person who is mentioned in box 3 of the Application for action must be the one who will sign the documents foreseen in box 10 of the Application for action. If the documents are signed by a representative of the person mentioned in box 3, the representative has to include a reference to his power of attorney. For further details see “8.4. Declaration in accordance with Article 6 of the basic Regulation for community applications” on page 50.

### **Boxes 11 and 12:**

Contact details for the applicant's contact person dealing with administrative matters should be entered in Box 11. Box 12 is for the contact details of the person who would be responsible for meeting the customs authorities to discuss technical details of the goods detained. The person concerned must be easily contactable at short notice. See also “8.3. Contact person for administrative and technical questions” on page 50.

### **Box 13:**

Right-holders should also forward any other information they know and may have to help improve customs intelligence on products and patterns of fraud. For details see “9. Is there other information that I should include in an application?” on page 50. See also model “Other information in the right-holder’s possession” on page 73.

### **Box 14:**

By signing this box, the applicant certifies that he accepts the terms of the Regulation and his obligations.

### **Box 15 and 16:**

This box will be filled in by the customs administration.

**PART III - COMMUNITY APPLICATIONS**

**Declaration according to Article 6 of Council Regulation (EC) No 1383/2003 to be used with Community applications (Annex II-B of the basic Regulation)**

I, the undersigned .....

right-holder, within the meaning of Article 2(2) of Council Regulation (EC) No 1383/2003 hereinafter ‘the basic Regulation’, of the intellectual property rights certified by the attached documents, hereby undertake in accordance with Article 6 of the Regulation to assume liability towards the persons involved in a situation referred to in Article 1(1) in the event that a procedure initiated pursuant to present Regulation is discontinued owing to an act or omission on my part or in the event that the goods in question are subsequently found not to infringe an intellectual property right.

- I hereby undertake to pay all costs incurred under the basic Regulation by keeping goods under customs control pursuant to Article 9, and where applicable Article 11, including costs occasioned by the destruction of goods infringing an intellectual property right pursuant Article 17.
- I hereby certify that the undertaken is given in every Member State in which the decision granting the application applies. I further agree to bear any translation costs required.
- I confirm that I have taken note of Article 12 of the basic Regulation and undertake to notify the department indicated in Article 5(2) of any alteration to or loss of my intellectual property rights.

Done at ..... on .../...../20..

.....

(Signature)

## PART III - COMMUNITY APPLICATIONS

**Form recommended for information on status of applicant (box 4 of the Community application)**

COMMUNITY APPLICATION FOR ACTION		
<b>1. Date of application:</b> DD/MM/YY: ...../...../.....		<b>INTELLECTUAL PROPERTY RIGHTS</b>  <b>APPLICATION FOR ACTION</b> <b>BY CUSTOMS AUTHORITIES</b>  under Article 5 (4) of Regulation (EC) No 1383/2003
<b>2. Details of applicant:</b> NAME: ..... ADDRESS: ..... TOWN: ..... POSTCODE: ..... COUNTRY: .....		
<b>INFORMATION ON STATUS OF APPLICANT (Box 4)</b>		
<p>Please mark the appropriate status of applicant in box 4 of the application form.</p> <ul style="list-style-type: none"> <li>▪ Where the application is made by any other person authorised to use one of the rights referred to in box 5 of the application, in addition to the proof of the right, the document by virtue of which the person is authorised to use the right in question is required.</li> <li>▪ Where a representative of the holder or of any other person authorised to use one of the rights referred to in box 5 of the application applies, in addition to the proof of the right, proof of authorisation to act is required.</li> </ul> <p>Please indicate the details of the documents attached to proof the status of the applicant in the following schedules.</p>		
<b>3.1. License agreements:</b>		
<input type="checkbox"/> separate list attached for further license agreements (if more than five)		
Date on which drawn up	Number (if available)	Remarks
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
<b>3.2. Other agreements:</b>		
<input type="checkbox"/> separate list attached for further agreements (if more than five)		
Date on which drawn up	Number (if available)	Remarks
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
<b>3.3. Power of attorney:</b>		
<input type="checkbox"/> separate list attached for further powers of attorney (if more than five)		
Date on which drawn up	Number (if available)	Remarks
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed

## PART III - COMMUNITY APPLICATIONS

3.4. Other documents: <span style="float: right;"><input type="checkbox"/> separate list attached for further documents (if more than five)</span>		
Date on which drawn up	Number (if available)	Description, Remarks
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed

  

4. For the correctness and completeness:		
Date on which drawn up	Place	Applicant's signature and stamp
DD/MM/YY: ...../...../.....	.....	.....



**PART III - COMMUNITY APPLICATIONS**

**Form recommended for information on type of rights to which application refers (boxes 5 and 9 of the Community application)**

COMMUNITY APPLICATION FOR ACTION						
1. Date of application: DD/MM/YY: ...../...../.....			<p style="text-align: center;"><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p style="text-align: center;"><b>APPLICATION FOR ACTION</b> <b>BY CUSTOMS AUTHORITIES</b></p> <p style="text-align: center;">under Article 5 (4) of Regulation (EC) No 1383/2003</p>			
2. Details of applicant: NAME: ..... ADDRESS: ..... TOWN: ..... POSTCODE: ..... COUNTRY: .....						
				<p><b>INFORMATION ON</b> <b>TYPE OF RIGHTS TO WHICH</b> <b>APPLICATION REFERS</b> <b>(Boxes 5 and 9)</b></p>		
<p>Please mark the appropriate type of right to which the application refers in box 5 of the application form and indicate the details of the rights in the following schedules. In the case of a right that is registered or for which an application for extension has been lodged, proof of registration with the relevant office or lodging of the extension is required. Please attach copies of the certificates of registration or any other documents proofing the applicant's status as original holder.</p>						
<p><b>3. Community trademarks:</b> <span style="float: right;"><input type="checkbox"/> separate list attached for further trademarks (if more than ten)</span></p>						
Number	Filing date	Expiry date	List of goods and services / Nice Classification	Name of trademark (if available)	Owner of the right	Certificate of registration Schedule No
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
<p><b>4. Community design rights:</b> <span style="float: right;"><input type="checkbox"/> separate list attached for further design rights (if more than ten)</span></p>						
Number	Filing date	Expiry date	Description	Owner of the right	Registered (Yes / No)	Certificate of registration/proof of acquisition <sup>1)</sup> Schedule No
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed
						<input type="checkbox"/> copy enclosed

## PART III - COMMUNITY APPLICATIONS

5. Designation of origin protected by the European Community (PDO): <input type="checkbox"/> separate list attached for further protected designations of origin (if more than ten)		
Description (Name and type of the product)	Applicant	Certificate of registration Schedule No
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
6. Geographical indication protected by the European Community (PGI): <input type="checkbox"/> separate list attached for further protected geographical indications (if more than ten)		
Description (Name and type of the product)	Applicant	Certificate of registration Schedule No
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
7. Protected geographical designation for spirit drinks (Council Regulation (EEC) No 1576/89): <input type="checkbox"/> separate list attached for further protected geographical designations for spirit drinks (if more than ten)		
Description (Name and type of the product)	Applicant	Certificate of registration Schedule No
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed
		<input type="checkbox"/> copy enclosed

## PART III - COMMUNITY APPLICATIONS

8. Protected geographical designation for wine (Council Regulation (EC) No 1493/1999):						
<input type="checkbox"/> separate list attached for further protected geographical designations for wine (if more than ten)						
Description (Name and type of the product)		Applicant		Certificate of registration Schedule No		
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
					<input type="checkbox"/> copy enclosed	
9. Community plant variety rights:						
<input type="checkbox"/> separate list attached for further plant variety rights (if more than ten)						
Number	Filing date	Expiry date	Description	Owner	Certificate	Schedule No
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
					<input type="checkbox"/> copy enclosed	<input type="checkbox"/> copy enclosed
10. For the correctness and completeness:						
Date on which drawn up		Place		Applicant's signature and stamp		
DD/MM/YY: ...../...../..... .....						

<sup>1)</sup> only for unregistered Community design rights.

**PART III - COMMUNITY APPLICATIONS**

**Form recommended for providing information on essential data on the authentic goods (box 7 of the Community application)**

<b>COMMUNITY APPLICATION FOR ACTION</b>	
<p>1. Date of application: DD/MM/YY: ...../...../.....</p>	<p><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p><b>APPLICATION FOR ACTION BY CUSTOMS AUTHORITIES</b></p> <p>under Article 5 (4) of Regulation (EC) No 1383/2003</p>
<p>2. Details of applicant: NAME: ..... ADDRESS: ..... TOWN: ..... POSTCODE: ..... COUNTRY: .....</p>	<p><b>INFORMATION ON ESSENTIAL DATA ON THE AUTHENTIC GOODS (Box 7)</b></p>
<p>Please give information on the following questions as far as you can:</p>	
<p><b>3.1. Where are the authentic goods produced?</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.2. Give all authorised importers, suppliers, manufacturers, carriers, consignees or exporters</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.3. Do third parties possess authorisation to trade in branded products and how do licensees legitimate themselves? Think through your company system and ask yourself whether all those entitled to trade with your products require written permission</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.4. Describe specific channels of distribution (e. g. general agencies, central warehouse, dispatch department, traffic routes)</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.5. Are genuine goods cleared in a specific procedure (e.g. in summary customs procedure, customs warehousing, etc.)?</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.6. At which customs offices are genuine goods normally cleared?</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	

## PART III - COMMUNITY APPLICATIONS

<p><b>3.7. Are the authentic goods imported, exported or placed on the market using a particular system of distribution – e.g. only using a general agency or certain dispatch companies?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>3.8. Provide a short description of the transport routes (such as air, sea, road, post) used</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>4. Packaging of genuine goods:</b></p>
<p><b>4.1. How are the genuine goods packed (in single packages, boards, bulk, palletised)?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>4.2. Describe the specific accompanying documents, enclosures, letters of guarantee, package instructions or instructions for use</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>4.3. Do the package of the genuine goods show typical features e.g. particular identification marking (name of the manufacturer, order number, colour, etc.), special package design (colour, mould, material), or labels, security threads, holograms?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>4.4. Where is the exact position on the package and how do the features look like?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>5. Special features of genuine goods:</b></p>
<p><b>5.1. What typical features do genuine goods show, e.g. labels, security threads, holograms, buttons, hangtags, etc.?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>
<p><b>5.2. Where is the exact position of the features on the goods and how do they look like?</b></p> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>

## PART III - COMMUNITY APPLICATIONS

<b>6. Supply pictures of the genuine goods and their packaging</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>7. Do you know the CN tariff heading of the genuine goods? If yes, please name it</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>8. Value of the original goods:</b>		
<b>8.1. What is the customs value of the original goods?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>8.2. What is the market value of the original goods on the legitimate market in the country in which the application for action is lodged?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>8.3. What is the average market value of the original goods on the legitimate market in the Community?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<p><b>It is recommended to provide the information concerning the goods also to the competent customs department in electronic form to make it easier to put this information into electronic databases or information systems used by the customs administrations for that purposes.</b></p>		
<b>9. For the correctness and completeness:</b>		
Date on which drawn up	Place	Applicant's signature and stamp
DD/MM/YY: ...../...../.....	.....	.....

**PART III - COMMUNITY APPLICATIONS**

**Form recommended for providing information concerning the type or pattern of fraud (box 8 of the Community application)**

<b>COMMUNITY APPLICATION FOR ACTION</b>	
<p>1. Date of application: DD/MM/YY: ...../...../.....</p>	<p><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p><b>APPLICATION FOR ACTION BY CUSTOMS AUTHORITIES</b></p> <p>under Article 5 (4) of Regulation (EC) No 1383/2003</p>
<p>2. Details of applicant: NAME: ..... ADDRESS: ..... TOWN: ..... POSTCODE: ..... COUNTRY: .....</p>	<p><b>INFORMATION CONCERNING THE TYPE OR PATTERN OF FRAUD (Box 8)</b></p>
<p>Please give information on the following questions as far as you can:</p>	
<p><b>3. Provide all available information on <u>counterfeit goods</u> that can be useful to identify suspect consignments, like</b></p>	
<p><b>3.1. places and countries of production</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.2. names and addresses of the companies or individuals who act or have previously acted as the manufacturers, distributors, intermediaries, transporters, importers, consignees or exporters</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.3. channels of distribution (e. g. general agencies, central warehouse, dispatch department, traffic routes)</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.4. how and where do the goods enter the Community</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.5. means of transport</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>3.6. specific customs procedures the counterfeited goods will be placed under, e.g. release for free circulation, transit, customs warehousing, inward processing, etc.</b></p>	
<p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	

## PART III - COMMUNITY APPLICATIONS

<b>4. Is it possible to conclude from the low customs value declared that the goods are counterfeit, e.g. because even the lowest purchase price clearly exceeds the price of counterfeit products? What is the threshold for this amount?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5. Describe the special features of <u>counterfeit goods</u> seized in former cases, like:</b>		
<b>5.1. What specific features of the packaging where different or missing from the original?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5.2. What specific accompanying documents, enclosures, letters of guarantee, package instructions or instructions for use where different or missing from the original?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5.3. Do the package of the counterfeit goods not show the typical features of originals e.g. particular identification marking (name of the manufacturer, order number, colour, etc.), special package design (colour, mould), or labels, security threads, holograms?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5.4. Supply pictures comparing counterfeit and genuine goods and their packaging</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>5.5. What typical features do counterfeit goods not show, e.g. labels, security threads, holograms, buttons, hangtags, etc.?</b>		
<input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....		
<b>It is recommended to provide the information concerning the goods also to the competent customs department in electronic form to make it easier to put this information into electronic databases or information systems used by the customs administrations for that purposes.</b>		
<b>6. For the correctness and completeness:</b>		
Date on which drawn up	Place	Applicant's signature and stamp
DD/MM/YY: ...../...../.....	.....	.....



**PART III - COMMUNITY APPLICATIONS**

**Form recommended for providing other information in the right-holders possession (box 13 of the Community application)**

<b>COMMUNITY APPLICATION FOR ACTION</b>	
<p><b>1. Date of application:</b> DD/MM/YY: ...../...../.....</p>	<p><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p><b>APPLICATION FOR ACTION BY CUSTOMS AUTHORITIES</b></p> <p>under Article 5 (4) of Regulation (EC) No 1383/2003</p>
<p><b>2. Details of applicant:</b> NAME: ..... ADDRESS: ..... TOWN: ..... POSTCODE: ..... COUNTRY: .....</p>	<p><b>ANY OTHER INFORMATION IN THE RIGHT-HOLDER'S POSSESSION (Box 13)</b></p>
<p>By way of indication and where known, right-holders should also forward any other information they may have, like information concerning planned deliveries. This information should be as detailed as possible to allow the customs authorities to identify suspect consignments simply and effectively using risk analysis principles and should include information on destination, name of the customs office, where the goods are to be imported into the Community or exported, name of the ship, name and address of importers, suppliers, manufacturer, carriers, consignee or exporter, container number, shipping company, airline, flight number, forwarding department, number plate of the lorry, international custom pass number, etc.</p>	
<p><b>3. Please provide any other information in the right-holder's possession:</b></p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div> <p><input type="checkbox"/> Separate list attached: name of the list ..... schedule No .....</p>	
<p><b>4. For the correctness and completeness:</b></p> <p>Date on which drawn up                      Place                      Applicant's signature and stamp</p> <p>DD/MM/YY: ...../...../.....                      .....</p>	

## PART III - COMMUNITY APPLICATIONS

### Form recommended for extending the period of validity of a Community application

<b>COMMUNITY APPLICATION FOR ACTION</b>	
<p><b>1. Date of receipt of the request for extension by the designated customs department (within the meaning of Article 5(2) of the Regulation (EC) 1383/2003):</b></p> <p>DD/MM/YY: ...../...../.....</p>	<p><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p><b>REQUEST FOR EXTENSION OF A VALIDITY PERIOD</b></p> <p>under Article 5 (4) of Regulation (EC) No 1383/2003</p>
<p><b>3. Details of applicant:</b></p> <p>NAME: .....</p> <p>FUNCTION: .....</p> <p>ADDRESS: .....</p> <p>TOWN: .....</p> <p>POSTCODE: .....</p> <p>COUNTRY: .....</p> <p>EORI No: .....</p> <p>TEL.: .....</p> <p>MOBILE: .....</p> <p>FAX: .....</p> <p>E-MAIL: .....</p> <p>INTERNET ADDRESS: .....</p>	<p><b>2. Name and address of competent authority to which the request is made:</b></p>
<p><b>4. Date and registration number of the application:</b></p> <p>DD/MM/YY: ...../...../.....</p> <p>No: .....</p>	<p><b>5. Date of expiry of the application:</b></p> <p>DD/MM/YY: ...../...../.....</p>
<p><b>6. Information concerning the right-holder and the intellectual property rights:</b></p> <p>I confirm, that there are no changes</p> <p>(1) in the declared intellectual property rights and in the information concerning the right-holder and</p> <p>(2) in the undertaking laid down in Article 6 of Regulation (EC) No 1383/2003, assuming liability in the situations outlined in that Article.</p> <p><input type="checkbox"/> Where registered rights are concerned, that will expire within the next year, the acceptance of the renewal of those rights is attached. Number of documents attached: .....</p> <p>I confirm to undertake to notify the department indicated in box 2 of any alteration to or loss of my rights.</p>	
<p><b>7. Information concerning the essential technical data on the authentic goods:</b></p> <p>I have checked the information concerning the essential technical data on the authentic goods provided to all Member states where action has been required and</p> <p><input type="checkbox"/> it is up-to-date and there are no changes necessary.</p> <p><input type="checkbox"/> it is updated. Number of documents attached: .....</p>	
<p><b>8. Information concerning the type or pattern of fraud:</b></p> <p>I have checked the information concerning the type or pattern of fraud provided to all Member states where action has been required and</p> <p><input type="checkbox"/> it is up-to-date and there are no changes necessary.</p> <p><input type="checkbox"/> it is updated. Number of documents attached: .....</p>	
<p><b>9. Information concerning the right-holder's contact person for administrative and technical questions:</b></p> <p>I have checked the information concerning the right-holder's contact person for administrative and technical questions for all Member states where action has been required and</p> <p><input type="checkbox"/> it is up-to-date and there are no changes necessary.</p> <p><input type="checkbox"/> it is updated. Number of documents attached: .....</p>	



# **PART IV – DESIGNATED CUSTOMS DEPARTMENTS**

List of the customs departments designated by the Member States to receive and process applications for national or Community action, adopted pursuant to Article 5(2) of Council Regulation (EC) No 1383/2003.

The list is published pursuant to Article 8(6) of Commission Regulation (EC) No 1891/2004 in the C-Series of the Official Journal and can also be found on the DG TAXUD's page on the Europa website on the internet:

[http://ec.europa.eu/taxation\\_customs/customs/customs\\_controls/counterfeit\\_piracy/right\\_holders/index\\_en.htm](http://ec.europa.eu/taxation_customs/customs/customs_controls/counterfeit_piracy/right_holders/index_en.htm).

# PART V – THE “RED ALERT” FORM AND THE “NEW TREND” FORM

EUROPEAN COMMISSION																															
Industry Intelligence Submission Form (QNT / 1)																															
<b>RED ALERT</b>																															
Countries:	<input style="width: 100%;" type="text"/>																														
Rightholder:	<input style="width: 100%;" type="text"/>																														
IP right infringed:	<input style="width: 100%;" type="text"/>	IP Registry:	<input style="width: 100%;" type="text"/>																												
		Registration number:	<input style="width: 100%;" type="text"/>																												
Reference to applicable Customs application:	<input style="width: 100%;" type="text"/>																														
Profiling Intelligence																															
<p><b>➤ Flight/Shipment:</b></p> <p>1. Port of Border Crossing: <input style="width: 100%;" type="text"/></p> <p>2. Routing Information:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">▪ Country of Consignment:</td> <td style="width: 20%; padding: 2px;"><input style="width: 100%;" type="text"/></td> <td style="width: 10%; padding: 2px;">ETD:</td> <td style="width: 40%; padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">▪ Country of Origin:</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> <td style="padding: 2px;">ETD:</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">▪ Country Transit/Transshipment:</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> <td style="padding: 2px;">ETA:</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">▪ Country of Destination:</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> <td style="padding: 2px;">ETA:</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> </table> <p>3. Consignment Note Number: <input style="width: 100%;" type="text"/></p> <p>4. Packaging Details/Markings: <input style="width: 100%;" type="text"/></p> <p>5. Details of corresponding genuine goods: <input style="width: 100%;" type="text"/></p> <p>6. Quantity: <input style="width: 100%;" type="text"/></p> <p>7. Consignor/Consignee Details: <input style="width: 100%;" type="text"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Name:</td> <td style="width: 33%; padding: 5px;">Signature:</td> <td style="width: 33%; padding: 5px;">Date:</td> </tr> <tr> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Position:</td> <td style="padding: 5px;">Tel.:</td> <td style="padding: 5px;">E-mail:</td> </tr> <tr> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> </table>				▪ Country of Consignment:	<input style="width: 100%;" type="text"/>	ETD:	<input style="width: 100%;" type="text"/>	▪ Country of Origin:	<input style="width: 100%;" type="text"/>	ETD:	<input style="width: 100%;" type="text"/>	▪ Country Transit/Transshipment:	<input style="width: 100%;" type="text"/>	ETA:	<input style="width: 100%;" type="text"/>	▪ Country of Destination:	<input style="width: 100%;" type="text"/>	ETA:	<input style="width: 100%;" type="text"/>	Name:	Signature:	Date:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Position:	Tel.:	E-mail:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
▪ Country of Consignment:	<input style="width: 100%;" type="text"/>	ETD:	<input style="width: 100%;" type="text"/>																												
▪ Country of Origin:	<input style="width: 100%;" type="text"/>	ETD:	<input style="width: 100%;" type="text"/>																												
▪ Country Transit/Transshipment:	<input style="width: 100%;" type="text"/>	ETA:	<input style="width: 100%;" type="text"/>																												
▪ Country of Destination:	<input style="width: 100%;" type="text"/>	ETA:	<input style="width: 100%;" type="text"/>																												
Name:	Signature:	Date:																													
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																													
Position:	Tel.:	E-mail:																													
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																													

EUROPEAN COMMISSION Industry Intelligence Submission Form (INT/12)																																									
NEWTRENDS																																									
Background Action																																									
Country or region:	<input style="width: 100%;" type="text"/>																																								
Right holder:	<input style="width: 100%;" type="text"/>																																								
IP right infringed:	<input style="width: 15%;" type="text"/>	IP Registry:	<input style="width: 60%;" type="text"/>																																						
		Registration number:	<input style="width: 60%;" type="text"/>																																						
Reference to applicable Customs application:	<input style="width: 100%;" type="text"/>																																								
Profiling Information																																									
<p><b>➤ Routing Information</b></p> <ul style="list-style-type: none"> <li>▪ Country of Consignment: <input style="width: 150px;" type="text"/></li> <li>▪ Country of Origin: <input style="width: 150px;" type="text"/></li> <li>▪ Country Transit/Transitment: <input style="width: 150px;" type="text"/></li> <li>▪ Country of Destination: <input style="width: 150px;" type="text"/></li> <li>▪ Consignment Note Number: <input style="width: 150px;" type="text"/></li> <li>▪ Packaging Details/Markings: <input style="width: 150px;" type="text"/></li> <li>▪ Known Concealment Technique: <input style="width: 150px;" type="text"/></li> </ul>																																									
<p><b>➤ Quantity</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Units:</td> <td style="width: 20%;"><input style="width: 100%;" type="text"/></td> <td style="width: 10%; text-align: center;">Kg</td> <td style="width: 10%; text-align: center;">Lbs</td> <td style="width: 10%; text-align: center;">Litres</td> <td style="width: 10%; text-align: center;">Gallons</td> </tr> <tr> <td>Other:</td> <td><input style="width: 100%;" type="text"/></td> <td colspan="4"></td> </tr> </table>						Units:	<input style="width: 100%;" type="text"/>	Kg	Lbs	Litres	Gallons	Other:	<input style="width: 100%;" type="text"/>																												
Units:	<input style="width: 100%;" type="text"/>	Kg	Lbs	Litres	Gallons																																				
Other:	<input style="width: 100%;" type="text"/>																																								
<p><b>➤ Flight/Shipments</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Date:</td> <td style="width: 15%;"><input style="width: 100%;" type="text"/></td> <td style="width: 10%;">STAVEFA:</td> <td colspan="3"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Airport:</td> <td><input style="width: 150px;" type="text"/></td> <td>Sea/River Port:</td> <td><input style="width: 150px;" type="text"/></td> <td>Excess:</td> <td><input style="width: 50px;" type="text"/></td> </tr> <tr> <td>Carrier:</td> <td colspan="5"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Land border:</td> <td><input style="width: 150px;" type="text"/></td> <td>Rail Border:</td> <td><input style="width: 150px;" type="text"/></td> <td>Mail:</td> <td><input style="width: 50px;" type="text"/></td> </tr> </table>						Date:	<input style="width: 100%;" type="text"/>	STAVEFA:	<input style="width: 100%;" type="text"/>			Airport:	<input style="width: 150px;" type="text"/>	Sea/River Port:	<input style="width: 150px;" type="text"/>	Excess:	<input style="width: 50px;" type="text"/>	Carrier:	<input style="width: 100%;" type="text"/>					Land border:	<input style="width: 150px;" type="text"/>	Rail Border:	<input style="width: 150px;" type="text"/>	Mail:	<input style="width: 50px;" type="text"/>												
Date:	<input style="width: 100%;" type="text"/>	STAVEFA:	<input style="width: 100%;" type="text"/>																																						
Airport:	<input style="width: 150px;" type="text"/>	Sea/River Port:	<input style="width: 150px;" type="text"/>	Excess:	<input style="width: 50px;" type="text"/>																																				
Carrier:	<input style="width: 100%;" type="text"/>																																								
Land border:	<input style="width: 150px;" type="text"/>	Rail Border:	<input style="width: 150px;" type="text"/>	Mail:	<input style="width: 50px;" type="text"/>																																				
<p><b>➤ Consignor &amp; Consignee Details</b></p> <p><u>Consignor</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Name:</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> <td style="width: 20%;">Address:</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Tel:</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> <td></td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> </table> <p><u>Consignee</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Name:</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> <td style="width: 20%;">Address:</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Tel:</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> <td></td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name:</td> <td style="width: 30%;">Signature:</td> <td style="width: 40%;">Date:</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Position:</td> <td>Tel:</td> <td>E-mail:</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> </table>						Name:	<input style="width: 100%;" type="text"/>		Address:	<input style="width: 100%;" type="text"/>		Tel:	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>		Name:	<input style="width: 100%;" type="text"/>		Address:	<input style="width: 100%;" type="text"/>		Tel:	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>		Name:	Signature:	Date:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Position:	Tel:	E-mail:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name:	<input style="width: 100%;" type="text"/>		Address:	<input style="width: 100%;" type="text"/>																																					
Tel:	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>																																					
Name:	<input style="width: 100%;" type="text"/>		Address:	<input style="width: 100%;" type="text"/>																																					
Tel:	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>																																					
Name:	Signature:	Date:																																							
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																							
Position:	Tel:	E-mail:																																							
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																							