

# INSTRUCTION TO ATTEND TO TRADEMARK RENEWAL: AUSTRALIA

## Contact & Billing Details

Contact Name: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

ACN/ABN: \_\_\_\_\_

## Trademark Details

Trademark Number: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

## Fees

- \$650.00 first/single class being renewed
- \$510.00 each additional class being renewed on same trademark
- A \$155.00 late fee applies on your trademark for each month or part thereof is past due

## Important Notes

If your trademark is not renewed by the due date it will show as an 'expired' mark. You have a maximum of 6 months from the renewal date to restore your trademark before it is officially removed. Whilst your mark is in expired status you lose the usual rights of registration so it's very important to renew on time. If our office is not already listed as your address for service, it will be by instructing us to attend to your renewal. This will allow us to issue reminders to you on future renewals and follow up accordingly. If you do not wish to list us in this manner, please advise.

## Payment Details

Cheques payable to:  
Mark My Words Trademark Services Pty Ltd  
(Post to address above)

EFT Payments to:  
Mark My Words Trademark Services P/L  
BSB: 633-000 Account No. 144455441

## Payment Terms

Payment for trademark renewals is required in order to proceed. In the event your request is cancelled after receipt by our office, an administration fee of \$55.00 will remain due and payable. Failure to settle accounts within the terms provided may see additional administration fees apply for time spent in collection of the outstanding account. In the event your account is passed on for collection, any associated fees will be the liability of the client.