

## Trade Mark Fact sheet – how to determine the 'Correspondence category' to select

Division	Correspondence category	Correspondence type	User guide
Trade Mark	Examination matters	Responses to Compliance Report	For filing correspondence for an examiner such as a response to a compliance report, abeyance and rejection requests.
		Add Class to an Application	For requesting an additional class to an application. Enter the number of class you wish to add.
		Examination Evidence under section 18(2) or 26(b)	For filing examination evidence under section 18(2) or 26(b).
		Examination Extension of Time Request	For requesting an extension of time for an application.
		Certification Mark – Regulation	For filing supporting correspondence and regulations for a Certification Mark.
		Reinstatement of Application	For requesting a reinstatement of an application.
		Division Request	For a request to divide an application.
	Maintain an IP	Assignments, Change of Owner details	For requesting changes to owner details such as name and/or address. This includes changes to the contact or agent details.
		Authorisation of Agent	For filing an authorisation of agent. <i>Note - an authorisation is not required to support a trade mark application if the trade mark was filed online, as the agent will be recognised as the appointed agent.</i>
		Customer Account Authorisation	For filing a customer account authorisation form to link trade mark(s) to your website account.
		Cert. of Commissioner Request	For requesting Certificate of Commissioner. Enter the number of copies you wish to request.
		Correction of Data Error Request	For requesting a correction.
		Abandonment / Cancellation Request	For filing a request for cancelling a registered IP or withdrawing of an application.
		Request for Registration Certificate	For requesting a copy of a Registration Certificate or an IP Summary Report.
		Request to Merge Applications	For a request to merge trade mark applications.
	Hearings matters	Hearings Office Correspondence	For all correspondence to the Hearings Office including proposals for amendments to a specification during an opposition. <i>(This excludes the Hearings related documents listed below).</i>
		Hearing Extension of Time	For requesting an extension of time for a proceeding.

		Hearing Request	For filing a hearing fee - please specify the lowest IP number on the form. Only one IP number is required.
		Hearings Evidence	For filing evidence for a proceeding.
		Hearings Notice of Opposition	For an opponent to file a notice of opposition.
		Hearing Application for Invalidity	For an application for invalidity of a trade mark application.
		Hearing Application for Revocation of a Trade Mark	For filing an application to revoke a trade mark.
		Hearing Submissions	For filing written submissions for a proceeding.
		Hearing Counterstatement	For filing a counter statement for a proceeding.