



## Maintaining a trade mark

Once your trade mark is registered, it is your responsibility to ensure that it does not expire and that the trade mark details are up to date. Use our [online renewal service](#) to keep your trade mark from expiring.

In addition, you need to let IPONZ know when your trade mark details change including changes of name, address and ownership. If you're a registered user of our online services you can save time and postage by sending in your requests through our [online correspondence service](#).

Once you have submitted an application or correspondence you can keep up-to-date with its progress through our View IP History service.

[VIEW NOW](#)

## Renewing your trade mark

You can [renew a trade mark online](#) or by post.

A trade mark registration lasts for 10 years and you will automatically be sent a renewal notice by IPONZ before the expiry date. You can renew a trade mark up to 12 months before the trade mark expires.

## Restoration of a trade mark

A trade mark may be restored up to one year after the trade mark registration has expired using the same process as a trademark renewal. During this period the trade mark will be shown on the trade mark register as 'Expired but restorable'.

## Renewing your trade mark online

Choose one of the following to get started:

1. If you are a registered user of our online services **LOGIN**, select **Renewals** in the left hand menu bar, then **Trade Mark Renewals**, or
2. Supply your contact details to become a registered user (click **REGISTER** on the top right hand menu bar) and complete the online form. Once you've registered, **LOGIN**, select **Renewals** in the left hand menu bar, then **Trade Mark Renewals**

If you are a casual user and do not use the site frequently, it is not necessary for you to become a registered user to renew your trade mark. Go directly to [Trade Mark Renewals](#).

## Making a renewal payment

If you have logged in, you can enter in your own reference for the renewal session in the "Renewal Reference" field.

If you are a casual user, this field will not appear.

Enter the individual IP numbers in the fields provided. Once you have checked the renewal form click **SAVE** at the top of the screen. The payment details and options will display.

If you are logged in and have a direct debit facility loaded to your account you can choose the **CHARGE ACCOUNT** option for payment. Otherwise, select **PAY BY CARD** and complete the credit card details. Include your email address if you wish to receive a tax invoice.

Once your application has been submitted you will receive an invoice confirming payment of the renewal fee.

If you need more help than the quick guide above use the **HELP** button in the top menu of the **Trade Mark Renewals** screen for assistance with making an online payment.

If you need to speak to a client services advisor, please [contact us](#).

## Updating your trade mark details

A range of information is held for each trade mark on the New Zealand Trade Marks Register. Included are ownership details, addresses and trade mark reference numbers. As these details change it is important to ensure that the Register is updated to accurately reflect the business situation.

What do you need to do?

Send us notice in writing of:

- a change of ownership as soon as it occurs
- a change of name and address, and
- a request to merge applications and registrations

The relevant notification forms are available online. To file your changes online - complete the form, **LOGIN** and submit the forms through the online correspondence facility.

### [Changing ownership](#)

This guide will assist you with changing the ownership details of a trade mark.

### [Submit correspondence](#)

Submit correspondence online

### [Change of name and address](#)

Changing names and addresses

### [Merger](#)

This guide provides an overview of how to apply for a merger of trade mark applications or trade mark registrations.

### [Renew your trade mark](#)

Online trade mark renewals.

### [Licensees](#)

An overview of information to about licensing a trade mark.