



Official fee due

## Renewal of trade mark registration

Your trade mark renewal is due on the date shown below

**The Patent Office**  
**Trade Marks Registry**  
Cardiff Road, Newport  
South Wales NP10 8QQ

*Please refer to notes for guidance on completing this form*

1. Registration number	
2. Classes	
3. Full name and address of registered proprietor  Trade Marks ADP number <i>(if you know it)</i>	
4. Give the following details of the registration to be renewed  Due date of renewal  Specify which classes are to be renewed <i>(if you are not renewing all of them)</i>  Amount of renewal fee  Amount of additional renewal fee <i>(if appropriate)</i>  Total amount paid	
5. Full name, address and postcode of the person to whom the certificate should be sent  Trade Marks ADP number <i>(if you know it)</i>  Your reference	
Signature	
Name <i>(block capitals)</i>	
Date	
Name and daytime telephone number of person to contact	

**PLEASE DISREGARD THIS NOTICE IF YOU HAVE ALREADY SUBMITTED A TM11 AND RENEWAL FEE**

*An additional renewal fee of £50.00 will be incurred if your mark is renewed up to 6 months after the due date of renewal; thereafter the mark will be removed from the register.*

**Specific notes**

- a) Please sign and return the TM11 with appropriate fee for renewal of your trade mark.*
- b) If you want to renew a multiclass registration you must send a fee for each class of goods or services. You may choose to renew only those classes which you retain an interest in.*
- c) The request for renewal must be made and the renewal fee paid before the expiry of the registration. Failing this if the request is made and the fee paid within 6 months then the mark may be renewed but an additional renewal fee will be payable. (Section 43 of the Trade Marks Act 1994 refers).*
- d) If you have not renewed the registration within the six month period immediately after expiry (see c above) you have a further six months in which to request the restoration of the registration on form TM13 and pay the appropriate fee. Applications for restoration will not be accepted if they are received by the Patent Office more than twelve months after the date of expiry. (Rule 30 of the Trade Marks Rules 1994 refers).*
- e) You must send a separate form for each trade mark number.*

**General notes**

- f) Complete the form in capital letters or type it.*
- g) If there is not enough space for your answer to any section of this form, use separate sheets. Number each one and write on the form how many extra sheets you have used.*
- h) Once you have completed the form you must remember to sign and date it.*
- i) If you need help or have any questions, please contact the Trade Marks Registry on 08459 500505.*