**MM12 (E) – APPOINTMENT OF A REPRESENTATIVE**

We strongly recommend that you use the [online management of representative](https://www3.wipo.int/madrid/managementrepresentative) form to appoint a representative.

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| **For use by the applicant/holder:** | |
|  | |
| Number of continuation sheets: |  |
|  | |
| **For use by the Office:** | |
|  | |
| Office’s reference: |  |

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| **1. NAME OF THE APPLICANT AND/OR HOLDER[[1]](#footnote-2)**  **As indicated**in the international application(s) and/or **as recorded** in the International Register. |
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| **2. INTERNATIONAL APPLICATION(S) REFERENCE(S) AND/OR INTERNATIONAL REGISTRATION NUMBER(S)**  This form may be used for **several** international applications and/or registrations in the name of the **same** applicant and/or holder.  For international **applications**, indicate the basic mark(s), basic application/registration number(s) and date(s) and the filing date of the international application(s).  For international **registrations**, indicate the international registrations concerned by the appointment of the representative: |
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| **3. REPRESENTATIVE[[2]](#footnote-3)** | | | |
|  | | | |
| **(a)** | **Name:** |  | |
|  | | | |
| **(b)** | **Address:** | | |
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|  | | | |
| **(c)** | **E-mail address[[3]](#footnote-4):** | |  |
|  | | | |
| **(d)** | **Telephonenumber[[4]](#footnote-5):** | |  |

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| **4. SIGNATURE OF THE APPLICANT/HOLDER**  **As indicated** in the international application(s) and/or **as recorded** in the International Register. | |
|  | |
| *By signing this form, I declare that I am entitled to sign it under the applicable law.* | |
| Name: |  |
| Signature: |  |

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| **5. SIGNATURE OF THE OFFICE PRESENTING THE REQUEST**  Where the request is presented through an Office. | |
|  | |
| **(a)** | **Name of the Office:** |
|  |  |
|  | |
| **(b)** | **Name and signature of the official signing on behalf of the Office:** |
|  | *By signing this form, I declare that I am entitled to sign it under the applicable law.* |
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| **(c)** | **E-mail address of the contact person in the Office:** |
|  |  |

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| **CONTINUATION SHEET** | No. |  | of |  |
|  | | | | |
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1. Where the international application or the international registration is **jointly owned**indicate the names of each joint applicant/holder as recorded in the international registration here. [↑](#footnote-ref-2)
2. You **must** indicate the name, address and e‑mail address of the representative, otherwise, WIPO cannot record the appointment. [↑](#footnote-ref-3)
3. When a representative is appointed, WIPO will send all communications concerning the international application(s)/registration(s) listed in item 2 **only** to the e‑mail address of the representative,except for a few communications where the Regulations require that WIPO send a copy to the holder (see the Note for Filing Form MM12). The applicant/holder and the representative must ensure that the e‑mail address indicated here is accurate and kept up to date. [↑](#footnote-ref-4)
4. Indicating a phone number is not required, but it will allow WIPO to reach your representative if needed. [↑](#footnote-ref-5)