

TERMS AND CONDITIONS – Trademark Registration

The Terms and Conditions is made between:

SBC : SBC Corporate Management Pte. Ltd. and its Related Companies/We/Us (Hereinafter called “SBC”)
&
CLIENT : Client/Who have requested SBC to provide services/You/Your (Hereinafter called “the Client”)

THE CLIENT UNDERSTANDS THE SCOPE OF SERVICES PROVIDED BY SBC AND IT IS HEREBY AGREED AS FOLLOWS:

These Terms and Conditions explain the respective rights and obligations of SBC and the CLIENT in connection with the use of the service, by requesting for or using or attempting to use the service, the Client is bound by below Terms and Conditions. CLIENT acknowledged and agreed that the instruction of the following services shall be informed to SBC at least 1 working day in advance in order to provide sufficient time to process the necessary formalities.

T(1) The Following documents should be submitted by the Client to process the trademark application:

- 1.1 For applications in the name of a corporation:
 - 1.11 Copy of Certificate of Incorporation
- 1.2 For applications in the name of an individual:
 - 1.21 Proof of identity or passport copy

T(2) Before submitting the trademark application, the Client should:

- 2.1 Acknowledge that the trademark registration is run on a “first-come, first serve” basis.
- 2.2 Submit a trademark sample to the Intellectual Property Office of Singapore to conduct a registration search.
- 2.3 Consider any advice and amendments provided by the Intellectual Property Office of Singapore to remedy any deficiencies, until the trademark is confirmed not to be in infringement of others.

T(3) Trademark registration service provided by SBC includes:

- 3.1 SBC will submit the application, upon confirmation of the trademark.
- 3.2 Two (2) free registration searches.
- 3.3 The trademark registration service provided by SBC only covers one trademark class.
- 3.4 Additional registration fee will be applied for each additional class of trademark registration.
- 3.5 Additional amendment fee will be applied for any amendment to the application.

T(4) During the process of approval, the submitted trademark will be published by the Intellectual Property Office of Singapore:

- 4.1 The approved trademark will be published in the "Trade Marks Journal".
- 4.2 Final Assessment will be processed if no objection is received within the 2-month period from the publication date.
- 4.3 Intellectual Property Office of Singapore reserves the right of final approval.

T(5) Upon completion, a Certificate of Trademark Registration will be issued by the Intellectual Property Office of Singapore.

T(6) The Client may choose the following ways to collect the Certificate of Trademark Registration

- 6.1 In person at any service points of SBC (with notice in advance for collection at any service points outside Singapore).
- 6.2 Authorize SBC to redirect to specified address.
 - 6.21 Free delivery is provided by SBC for redirecting to specified address in Singapore.
 - 6.22 Any postage charge shall be borne by the Client for redirecting to specified address outside Singapore.

服务条款及细则 — 注册商标

此服务条款及细则制定予以下双方：

骏业 : SBC Corporate Management Pte. Ltd. 或其联营公司 (下称“骏业”)
 &
客户 : 客户/接受服务者/您/您的 (下称“客户”)

“客户” 明白“骏业” 所提供之服务范围，并遵守以下事项，内容包括：

本条款及细则说明“骏业” 与“客户” 就使用服务各自的权利及义务。“客户” 一经要求或使用“骏业” 提供之服务，即被视为已接受本条款及细则并受其约束。

T(1) 客户申请商标注册时，须提交以下文件：

- 1.1 以公司名义申请：
 - 1.11 公司证书副本
- 1.2 以个人名义申请：
 - 1.21 身份证明文件或护照之副本

T(2) 客户申请商标注册前，须经查册程序，内容包括：

- 2.1 商标注册原则上是以<先到先得>的形式进行。
- 2.2 客户向新加坡知识产权局提交商标图案以进行查册。
- 2.3 新加坡知识产权局回覆初步意见或修订注册细则。

T(3) 骏业提供之注册商标服务，内容包括：

- 3.1 确定注册商标後，骏业将展开申请手续。
- 3.2 骏业提供两次免费查册。
- 3.3 骏业只提供申请一项商标类别。
- 3.4 如申请多项商标类别，客户须附加类别登记费。
- 3.5 任何对于已递交之商标注册申请之修改客户均需缴付额外之修改费用。

T(4) 於审批程序期间，新加坡知识产权局会为客户所提交之商标进行公众咨询，内容包括：

- 4.1 於“商标期刊”内刊登商标图案。
- 4.2 刊登两个月内若未接获公众反对，将进行最後阶段审批程序。
- 4.3 新加坡知识产权局保留最终审批权利。

T(5) 新加坡知识产权局於完成审批程序，成功申请者，新加坡知识产权局将发出注册证明书。

T(6) 客户可选择以下方法提取注册证明书：

- 6.1 客户可亲临骏业各服务点提取（如欲于新加坡以外之服务点提取，则需预先通知）。
- 6.2 客户可授权骏业，转寄注册证明书到指定地址。
 - 6.21 如属新加坡地区，骏业将免费邮递公司物品到客户指定地址。
 - 6.22 如非新加坡地区，骏业将邮递公司物品到客户指定地址，客户须另行支付相关费用。