GUIDELINES FOR EXAMINATION

EUROPEAN UNION INTELLECTUAL PROPERTY OFFICE (EUIPO)

Part A

General rules

Section 5

Parties to the Proceedings and Professional representation

Table of Contents

1 Introduction - Parties to the Proceedings and Principle of Representation....66

2 Parties to proceedings before the Office....67

3 Identification of parties to the proceedings 68

3.1 Name.... 68

3.1.1 Natural persons....69

3.1.2 Legal entities....69

3.2 Address 70

3.2.1 Legal address....70

3.2.2 Address for service.... 70

3.3 Other contact details.... 70

4 Representatives: Who May Represent....71

4.1 ID numbers and the database....71

4.2 Representation by legal practitioners....73

4.2.1 The term `legal practitioner'.... 73

4.2.2 Qualification.... 73

4.2.3 Nationality and place of business....73

4.2.4 Entitlement to act in trade mark and/or design matters....74

4.3 Professional representatives admitted and entered on the lists maintained by the Office....74

4.3.1 Entitlement under national law....75

4.3.1.1 First alternative - special professional qualifications.... 76

4.3.1.2 Second alternative - 5 years' experience.... 76

4.3.1.3 Third alternative - recognition by a Member State of the EEA.... 76

4.3.2 Nationality and place of business....77

4.3.3 Certificate....77

4.3.4 Exemptions.... 78

4.3.5 Procedure for entry on the list....79

4.3.6 Amendment of the list of professional representatives.... 80

4.3.6.1 Deletion.... 80

4.3.6.2 Suspension of the entry on the list.... 81

4.3.7 Reinstatement in the list of professional representatives....81

4.4 Representation by an employee....81

4.4.1 General considerations..... 82
4.4.2 Indirect employment.....83
4.5 Legal representation and signature..... 85
5 Appointment of a Professional Representative..... 85
5.1 Conditions under which appointment is mandatory..... 85
5.1.1 Domicile, principal place of business, or real and effective industrial or commercial establishment..... 85
5.1.2 The notion of 'in the EEA'.....86
5.2 Consequences of non-compliance when appointment is mandatory..... 86
5.2.1 During registration.....86
5.2.2 During opposition..... 87
5.2.3 Cancellation..... 88
5.3 Appointment of a representative when not mandatory.....88
5.4 Appointment/replacement of a representative.....88
5.4.1 Appointment/replacement of an individual representative..... 88
5.4.2 Appointment/replacement of an association of representatives..... 90
6 Communication with Parties and Representatives..... 91
7 Authorisation.....92
7.1 Individual authorisations..... 93
7.2 General authorisations.....93
7.3 Consequences where authorisation expressly requested by the Office is missing.....94
8 Withdrawal of a Representative's Appointment or Authorisation.....94
8.1 Action taken by the person represented..... 94
8.2 Withdrawal by the representative.....95
9 Death or Legal Incapacity of the Party Represented or Representative.....95
9.1 Death or legal incapacity of the party represented..... 95
9.2 Death or legal incapacity of the representative..... 96
10 Change of name or address.....96
11 Correction of the name or address..... 98
Annex 1.....100
Annex 2.....123

1 Introduction - Parties to the Proceedings and Principle of Representation

Articles 3, 5, 119 and 120 EUTMR
Article 7(b) EUTMIR
Articles 14, 73, 115 and 116 EUDR
Article 26 EUDDR

Any natural or legal person, including authorities established under public law, may be the proprietors of a European Union trade mark (EUTM) and of a registered Eropean Union design (EUD), in general, may be parties to proceedings before the Office. The only exceptions are certain limitations on the ownership of collective and certification marks (see the Guidelines, Part B, Examination, Section 4, Absolute grounds for refusal, Chapters 15 and 16, on collective and certification marks respectively).

Companies or firms and other legal bodies will be regarded as legal persons if, under the terms of the law governing them, they have the capacity in their own name to have rights and obligations of all kinds, to make contracts or accomplish other legal acts, and to sue and be sued.

Persons having their domicile or their principal place of business or a real and effective industrial or commercial establishment within the European Economic Area (EEA), which consists of the European Union (EU) and Iceland, Liechtenstein and Norway, are not required to be represented in any proceedings before the Office in either trade mark or design matters (see paragraph 5.1.1).

Natural persons not domiciled in or legal persons that do not have their principal place of business or a real and effective industrial or commercial establishment in the EEA must be represented by a representative based within the EEA, unless appointment of a representative is not mandatory (see paragraph 5.1 for any exceptions to the general rule). See paragraph 5.2.1 on the consequences of not appointing a representative, when representation is mandatory, once the EUTM or EUD application has been filed.

Representatives in the sense of Articles 119 and 120 EUTMR and Article 115 and 116 EUDR must have a place of business or employment in the EEA.

In principle, representatives do not need to file an authorisation to act before the Office unless the Office expressly requires it, or where, in *inter partes* proceedings, the other party expressly requests it.

Where a representative has been appointed, the Office will communicate solely with that representative.

The first part of this section (paragraphs 2 and 3) deals with the identification of all parties to proceedings before the Office.

The second part of this section (paragraph 4) sets out the different types of representatives.

The third part of this section (paragraphs 5 to 9) deals with the appointment of representatives or the failure to do so, and the authorisation of representatives.

The final part of this section (paragraphs 10 and 11) deals with changes and corrections in names and addresses of parties in pre-registration stages. For further information on changes to registrations, see the Guidelines, Part E, Register operations, Section 1, Changes in a registration and the Design Guidelines, Examination of applications for registered European Union designs, paragraph 11.

2 Parties to proceedings before the Office

Article 112(1) EUTMR

Article 105 EUDR

Decision No EX-26-07 of the Executive Director of the Office of 1 July 2026 on the Register of EU trade marks, the Register of EU designs, the database of proceedings before the Office, and on the case-law database

This section of the Guidelines deals with the general provisions on parties to the proceedings. For information on the parties' entitlements in the different procedures before the Office, please see the rules in the relevant sections of these Guidelines. For example, for further information on:

- persons entitled to own EUTM Collective marks and EUTM certification marks, see the Guidelines, Part B, Section 4, Absolute Grounds for Refusal, Chapter 15 Collective Marks, Paragraph 2; and the Guidelines, Part B, Chapter 16 Certification marks, Paragraph 4;
- specific aspects of persons entitled to file an opposition, see the Guidelines, Part C, Section 1, Opposition Proceedings, Paragraph 2.4.2.6;
- specific aspects of persons entitled to file an application for cancellation, see the Guidelines, Part D, Section 1, Cancellation Proceedings, Paragraph 2.1;
- specific aspects of persons entitled to file an application for international application based on an EUTM (EUIPO as Office of origin), see the Guidelines, Part M, International Marks, Paragraph 2.1.3.1;
- specific aspects of persons entitled to file an application for the declaration of invalidity of a EUD, see the Guidelines, Examination of Design Invalidity Applications, Paragraph 3.5;

All persons that identify themselves as parties to proceedings before the Office are entered into the Office's database and are allocated an identification (ID) number. The ID number can be viewed in the Office's eSearch plus tool available on the Office's website.

The Office encourages parties to always use their ID number to import existing details instead of manually inserting the address and/or any other contact details on any form or in any communication to the Office as this leads to less errors. However, the ID

number cannot replace the party's name where it needs to appear on any form or communication.

3 Identification of parties to the proceedings

Article 3 EUTMR

Article 2(1)(b) EUTMIR

Articles 1(1)(a) and 1(2) EUDIR

Decision No EX-26-07 of the Executive Director of the Office of 1 July 2026 on the Register of EU trade marks, the Register of EU designs, the database of proceedings before the Office, and on the case-law database

EUTM and EUD applicants are identified pursuant to the criteria laid down in Article 2(1)(b) EUTMIR and Articles 1(1)(a) and 1(2) EUDIR respectively. This criteria applies, *mutatis mutandis*, to all parties to proceedings before the Office (e.g. opponents, applicants for revocation or for a declaration of invalidity, applicants for registration of a transfer).

The information required to identify a party is:

- name;
- address;
- the country of domicile if a natural person, or the country in which it is domiciled or has its seat or an establishment if a legal entity.

In an application for an EUD, natural persons must also indicate their nationality.

If the party to the proceedings has previously been allocated an ID number by the Office, it is sufficient to indicate the ID number and the party's name.

Where there are multiple parties to the proceedings, the same identification requirements are required for each one of them.

Where the name and legal address of a party, or their professional representative, are recorded in the EUTM or EUD Registers, they will be kept indefinitely (pursuant to Article 111(9) EUTMR and Article 105(5) EUDR).

For information on what data appears in the EUTM and EUD Registers, please see Annex I and II of Decision No EX-26-07.

3.1 Name

3.1.1 Natural persons

Names of **natural persons** must include the person's first name(s) and surname(s) as they appear in official personal identification documents (example: John Steven Smith instead of J.S.Smith).

Where the name provided appears to be that of a physical person but the party has indicated that they are a 'legal entity' and filled in the legal form section with an indication which is not a legal form as such (such as free professional, freelance, sole proprietorship, etc.), the Office will send a notification of a deficiency. If the applicant fails to reply, the Office will change the type of person from 'legal entity' to 'natural person'.

For example, 'John Smith', identified as being a legal entity with the legal form 'freelance', will be changed to a natural person and the legal form deleted.

A natural person may provide any business or trading name as an optional indication in addition to their legal name. For example, natural person 'John Smith trading as Smithy's' is acceptable. See paragraph 3.1.2 for more information on the use of business or trading names.

3.1.2 Legal entities

Names of **legal entities** must be indicated by their official designation (full statutory name) and include the legal form of the entity (if applicable), which may be abbreviated in a customary manner (for example, S.L., S.A., Ltd, PLC). The company's national identification number may also be specified.

Legal entities may provide their business or trading names as an optional indication **in addition to** their official designation (typically indicated by using the legal name followed by 'trading as' or 'acting as' in the title). However, business or trading names must not be used alone, that is to say **instead of** the name of the legal entity. As a general rule, the Office will assume that applicants identified through mere business or trading names without any legal form are not entitled to own property in their own name unless evidence is submitted to the contrary.

For example, 'J. Smith Ltd trading as Smithy's' would be acceptable where 'J. Smith' is the legal name, 'Ltd' is the legal form, and 'Smithy's' is the trading name. Using the same example, 'Smithy's' by itself (with no legal form), will be objected to. See also the example under paragraph 3.1.1.

The name of a legal entity in the process of being founded will be accepted.

The Office strongly recommends indicating the state of incorporation for companies based in the United States of America, where applicable. Companies with the same name and legal form, but with a different state of incorporation, are considered to be different legal entities and are therefore assigned different ID numbers in the database.

If the legal form is not specified or is incorrectly indicated, a deficiency letter requesting this information will be issued. If the deficiency is not remedied the respective request

will be rejected as the party cannot be correctly identified pursuant to Article 2(1)(b) EUTMIR and Article 1(1)(a) and 1(2) EUDIR.

3.2 Address

The Office recognises two types of address referred to in Article 2(1)(b) EUTMIR and Article 1(1)(a) and 1(2) EUDIR: the official 'legal' address of a party and the 'address for service'.

3.2.1 Legal address

Only one legal address should be indicated for each applicant.

This is the address where the party has its domicile, principal place of business or real and effective industrial or commercial establishment. It is a compulsory requirement for identification. Furthermore the legal address is necessary for the Office to establish if the party needs to be represented or not pursuant to Article 119(2) EUTMR and Article 115(2) EUDR.

For legal persons, the legal address is understood to be where the party has its seat, which is the company's registered headquarters or registered head office as appearing on the extract of the company register.

The address must contain all the identification elements required.

If any of these particulars is missing, the Office will issue a deficiency and set a time limit by which to remedy the deficiency or to provide a valid reason for omitting it.

A post office box or a forwarding (virtual) address on its own does not constitute a legal address unless it can be proven that it is indeed registered as the company's address (e.g. by submitting an extract of the company register).

3.2.2 Address for service

An address for service (also referred to as a correspondence address) is an optional second address a party can provide. The Office will send any post to that address in EUTM-related proceedings.

By default, any correspondence by post in EUTM-related proceedings will be addressed to the party's legal address unless a different address for service is provided.

3.3 Other contact details

It is not compulsory to provide additional contact details, such as telephone numbers or email addresses. However, providing an email address is recommended to facilitate setting up a user account.

4 Representatives: Who May Represent

Article 119(3) and Article 120(1)(a) and (b) EUTMR

Article 74(8) EUTMDR

Article 115(3), Article 116(1)(a) and (b) and Article 116(8) EUDR

Article 26 EUDDR

In all Member States of the EEA, representation in legal proceedings is a regulated profession and may only be exercised under particular conditions. In proceedings before the Office, the following categories of natural persons who can act as a representative are distinguished.

Legal practitioners (Article 120(1)(a) EUTMR and Article 116(1)(a) EUDR) are professionals who, depending on the national law, are fully entitled to represent third parties before national offices (see paragraph 4.2).

Other professionals (Article 120(1)(b) EUTMR and Article 116(1)(b) EUDR) need to comply with further conditions and need to be included on a specific list maintained by the Office for this purpose (the Office's list of professional representatives). Amongst these, two further groups need to be distinguished: those who may represent only in EUD proceedings ('designs list') and those who may represent in both EUTM and EUD proceedings (see paragraph 4.3). The Office refers to these other professionals collectively as '**professional representatives**'.

Several legal practitioners and professional representatives may be organised in entities called '**associations of representatives**' (Article 74(8) EUTMDR; Article 26 EUDDR) (see paragraph 5.4.3).

The final category of representatives is made up of **employees** acting as representatives for the party to proceedings before the Office (Article 119(3) EUTMR, first alternative; Article 115(3) EUDR, first alternative) or employees of **economically linked** legal persons (Article 119(3) EUTMR, second alternative; Article 115(3) EUDR, second alternative) (see paragraph 4.4).

Employees are to be distinguished from **legal representatives** under national law (see paragraph 4.5).

4.1 ID numbers and the database

Article 116(8) EUDR

All persons that identify themselves as representatives for, or employees of, individual parties to proceedings before the Office, and that fulfil the requirements provided by the regulations, are entered into the database and obtain an ID number. The database has a double function, providing all the relevant contact details under a specific ID number

for any type of representative, as well as being the public information on the Office's list of professional representatives or designs list ([1]).

A representative may have several IDs.

- Associations of representatives may have different IDs for different legal addresses.
- Individual representatives may have one ID as an employee representative and a different ID as a legal practitioner in their own right.
- If a person confirms that they work for two different associations of representatives or from two different addresses, they can have two different numbers attributed. Only the first ID number will be published in the Official Journal.
- It is also possible to have two different IDs, one as a legal practitioner and one as an Office professional representative where such a dual qualification is allowed under national law (which is not the case, for example, in France, see Annex I). The Office almost invariably refuses requests from legal practitioners to be entered on its list of professional representatives as they are automatically entitled to appear in the database as 'legal practitioners' in their own right and do not need to be admitted onto the Office's list of professional representatives.

Where an ID is requested for any type of representative, the Office may require the person to prove the real and effective nature of their establishment at the business address(es) identified. Any evidence submitted should not be limited to the mere existence of premises at these addresses but should prove real and effective business or employment being carried out and invoiced from the different locations. The name and the business address of legal practitioners and professional representatives are publicly disclosed in the Office's database and in the EUTM and EUD Registers.

An ID will not be granted for a post office box or a simple address for service in the EEA. See paragraph 3.2 for the difference between the 'legal address' and the 'address for service'.

In the database, representatives are identified as: association, employee, lawyer (legal practitioner), and professional representative. Internally, the latter category is divided into two subcategories: type 1 consists of persons exclusively entitled to represent in EUD matters under Article 116(1)(c) EUDR, and type 2 consists of persons entitled to represent in both trade mark and design matters under Article 120(1)(b) EUTMR and Article 116(1)(b) EUDR.

On any form and in any communication sent to the Office, the representative's address and contact details may, and preferably should, be replaced by the ID number attributed by the Office, together with the representative's name.

The ID number can be found by consulting any of the files of the representative in question, or in the advanced search options of the Office's eSearch plus tool available on the EUIPO website: https://euipo.europa.eu/eSearch/#advanced/representatives.

[1] Regarding the processing of mandatory personal data in relation to the tasks of the Office, which includes contact details, see the EUIPO's explanatory note on the processing of personal data within the framework of the EUIPO's tasks as laid down in the EUTMR and EUDR (accessible in the 'Data Protection' section of the Office's website).

4.2 Representation by legal practitioners

Article 120(1)(a) EUTMR Article 116(1)(a) EUDR

A legal practitioner is a professional who is automatically and without any further formal recognition allowed to represent third parties before the Office provided that they meet the following three conditions:

1. they must be qualified in one of the Member States of the EEA;
2. they must have their place of business within the EEA; and
3. they must be entitled, within the Member State in which they are qualified, to act as a representative in trade mark and/or design matters.

4.2.1 The term `legal practitioner'

The professional titles for each EEA Member State are identified in the column 'Terminology for legal practitioner' in Annex 1 of this Section.

4.2.2 Qualification

The requirement to be qualified in one of the Member States of the EEA means that the person must be admitted to the bar or be admitted to practise under one of the professional titles identified in Annex 1 pursuant to the relevant national rules. The Office will not verify this unless there are doubts in this regard.

4.2.3 Nationality and place of business

There is no requirement as to nationality. Therefore, the legal practitioner may be a national of a state other than one of the Member States of the EEA.

The place of business must be in the EEA. A post office box address or an address for service does not constitute a place of business (see paragraph 3.2.1, above, regarding the legal address). The place of business need not necessarily be the only place of business of the representative. Furthermore, the place of business may be in a Member State of the EEA other than the one in which the legal practitioner is admitted to the bar. However, legal practitioners who have their sole place of business outside the EEA are not entitled to represent before the Office even when they are admitted to practise in one of the Member States of the EEA. The Office may at any time require evidence that the address provided is, or continues to be, a real and effective place of business.

Where an association of representatives, such as a law firm or a law office, has several places of business, it may perform acts of representation only under a place

of business within the EEA, and the Office will only communicate with the legal practitioner at an address within the EEA.

4.2.4 Entitlement to act in trade mark and/or design matters

The entitlement to act as a representative in trade mark and/or design matters in a state must include the entitlement to represent clients before the national industrial property office of that state. This condition applies to all Member States of the EEA.

Legal practitioners referred to in Article 120(1)(a) EUTMR and Article 116(1)(a) EUDR who fulfil the conditions laid down in this Article are automatically entitled as of right to represent their clients before the Office. This basically means that if a legal practitioner is entitled to act in trade mark and/or design matters before the central industrial property office of the Member State of the EEA in which they are qualified, they will also be able to act before the Office.

Legal practitioners are not entered on the list of professional representatives to which Article 120(2) EUTMR and Article 116(1)(b) and (c) EUDR refer, because the entitlement and the special professional qualifications referred to in those provisions relate to persons belonging to categories of professional representatives specialising in industrial property or trade mark matters, whereas legal practitioners are by definition entitled to be representatives in all legal matters.

If a 'legal practitioner' who has already been attributed an identification number as a legal practitioner requests entry on the list of 'professional representatives', the ID number will be maintained but the status will be changed from 'legal practitioner' to 'professional representative' following prior consultation with the applicant. Please refer to paragraph 4.1 above concerning the situations where multiple ID numbers may be allocated to one person.

Annex 1 gives a detailed explanation of the specific rules and terminology for most of the countries. The information contained in this Annex has been provided by the national industrial property office of each State, and any clarifications as regards its accuracy should therefore be addressed to the national industrial property office in question. The Office would appreciate being informed of any inconsistencies.

4.3 Professional representatives admitted and entered on the lists maintained by the Office

Article 120(1)(b) and Article 120(2) EUTMR Article 116(1)(b) and (c) EUDR

The second group of persons entitled to represent third parties professionally before the Office are those persons whose names appear on one of the two lists of professional representatives maintained by the Office:

1. the Office's list of professional representatives according to Article 120(1)(b) EUTMR and Article 116(1)(b) EUDR (in trade mark and design matters);
2. the list of professional representatives according to Article 116(1)(c) EUDR (in design matters).

For this category of professional representatives, the entry on the Office's list of professional representatives entitles them to represent third parties before the Office. A representative who is entered on the Office's list of professional representatives, referred to in Article 120(1)(b) EUTMR, is automatically entitled to represent third parties in design matters according to Article 116(1)(b) EUDR and will not be entered on the special list of professional representatives in design matters ('designs list').

If a person on the list maintained under Article 120(1)(b) EUTMR requests entry on the designs list maintained for professional representatives authorised to act exclusively in European Union design matters under Article 116(1)(c) and (4) EUDR, the request will be rejected.

The designs list is intended only for professional representatives who are entitled to represent clients before the Office in design matters but not trade mark matters.

Annex 2 gives a detailed explanation of the specific rules and terminology for most of the countries. The information contained in this Annex has been provided by the national industrial property office of each State, and any clarifications as regards its accuracy should therefore be addressed to the national industrial property office in question. The Office would appreciate being informed of any inconsistencies.

Entry on the lists is subject to a request being completed and signed individually by the person concerned, using the form established for this purpose by the Office (which can be accessed online at: https://www.euipo.europa.eu/en/online-services).

In order to be entered on the list, three requirements must be fulfilled.

1. The representative must be a national of one of the Member States of the EEA.
2. They must have their place of business within the EEA.
3. They must be entitled under national law to represent third parties in trade mark or design matters before the national industrial property office. To that end they must provide a certificate attesting this from the national industrial property office of a Member State of the EEA.

4.3.1 Entitlement under national law

The conditions for entry on the Office's list of professional representatives and the designs list depend on the legal situation in the Member State of the EEA concerned.

Article 120(2)(c) EUTMR Article 116(1)(b) EUDR

In a large number of Member States of the EEA, entitlement to represent third parties before the national office in trade mark matters is conditional upon possession of a special professional qualification (Article 120(2)(c) EUTMR, first alternative;

Article 116(4)(c) EUDR, first alternative). Therefore, in order to be entitled to act as a representative, the person must have the required qualification.

In other Member States of the EEA, there is no such requirement for a special qualification, that is to say, representation in trade mark matters is open to anybody. In this case, the person involved must have regularly represented third parties in trade mark or design matters before the national office concerned for at least 5 years (Article 120(2)(c) EUTMR, second alternative; Article 116(4)(c) EUDR, second alternative). A subcategory of this category of Member States of the EEA consists of those States that have a system officially recognising a professional qualification to represent third parties before the national office concerned even though such recognition is not a prerequisite for the exercise of professional representation. In this case, persons so recognised are not subject to the requirement of having regularly acted as a representative for at least 5 years.

Please refer to Annex 1 for the countries where special professional qualifications are required.

4.3.1.1 First alternative - special professional qualifications

Where, in the Member State of the EEA concerned, entitlement is conditional upon having special professional qualifications, persons applying to be entered on the list must have acquired this special professional qualification.

4.3.1.2 Second alternative - 5 years' experience

Where, in the Member State of the EEA concerned, the entitlement is not conditional upon possession of special professional qualifications, that is to say, representation in trade mark matters is open to anybody, persons applying to be entered on the list must have regularly acted as professional representatives in trade mark or design matters for at least 5 years before a central industrial property office of a Member State of the EEA.

It is possible for the Executive Director of the Office to grant an exemption from this requirement (see paragraph 4.3.4 below).

4.3.1.3 Third alternative - recognition by a Member State of the EEA

Where, in the EEA Member State concerned, the entitlement is not conditional upon possession of special professional qualifications, that is to say, representation in trade mark matters is open to anybody, persons whose professional qualification to represent natural or legal persons in trade mark and/or design matters before the central industrial property office of one of the Member States of the EEA is officially recognised in accordance with the regulations laid down by that State will not be subject to the condition of having exercised the profession for at least 5 years.

4.3.2 Nationality and place of business

Article 120(2) and (4) EUTMR Articles 116(4) and 116(6) EUDR

A professional representative requesting to be entered on the list must be a national of a Member State of the EEA.

It is possible for the Executive Director of the Office to grant an exemption from the nationality requirement (see paragraph 4.3.4 below).

A professional representative requesting to be entered on the list must have his or her place of business or employment in the EEA. A post office box address or an address for service does not constitute a place of business. The place of business or employment need not necessarily be the only place of business or employment of the representative. The Office may at any time require evidence that the address provided is, or continues to be, a real and effective place of business or employment.

4.3.3 Certificate

Article 120(3) EUTMR Article 116(5) EUDR

Fulfilment of the abovementioned conditions laid down in Article 120(2) EUTMR and Article 78(4) EUDR must be attested by a certificate provided by the national office concerned. Some national offices issue individual certificates while others provide the Office with block certificates.

Where block certificates are issued, the national offices send regularly updated lists of professional representatives entitled to represent clients before their office. In these cases the Office will check the indications in the request against the entries on the lists communicated to the Office.

Otherwise, the person concerned must accompany his or her request with an individual certificate. The applicant must complete the application form (which can be accessed online at https://www.euipo.europa.eu/en/online-services) and send it to the respective industrial property office of the Member State concerned. The certificate must be completed by the respective industrial property office.

4.3.4 Exemptions

Article 120(4) EUTMR

Article 116(6) EUDR

The Executive Director of the Office may grant exemption from the requirement to be a national of a European Economic Area (EEA) Member State, provided that the requestor demonstrates that they are a 'highly qualified professional'. The Executive Director may also grant an exemption from the requirement of having regularly acted as a representative in trade mark matters for at least 5 years, provided that the requestor demonstrates that they have acquired the required qualification in another way. This power is of a discretionary nature.

The broad discretionary power to grant exemptions from the 5 years' experience requirement or from the EEA nationality requirement pursuant to Article 120(4) EUTMR and Article 116(4) EUDR will be exercised by the Executive Director of the Office with due regard to the fact that the provision (i) does not confer any right to the person requesting the exemptions, (ii) is conceived as an exception to the general rule, which needs to be applied restrictively and on a strictly individual basis only, and (iii) can also be based on more general considerations such as the absence of any need for additional professional representatives.

1. Exemptions from the 5 years' experience requirement

   Exemptions from the requirement of 5 years' experience (Article 120(4)(a) EUTMR) are limited to cases where the qualification to act as a representative in trade mark or design matters was not achieved before the central industrial property office concerned, but was acquired in another way, for the equivalent period of at least 5 years.

   This exemption can only be requested where the requestor is entitled to act in EEA Member States in which no 'special professional qualification' is required.

   The experience equivalent to at least 5 years of habitually acting as a representative before the central industrial property office concerned, to be established by the requestor (with supporting evidence), must have been obtained in the EEA Member State concerned. For example, if an exemption is requested from the 5-year requirement to act before the central industrial property office of Member State 'A' (e.g. Malta), the evidence of habitually acting as a representative must emanate from that same Member State (Malta), and not from another EEA Member State (e.g. Ireland).

2. Exemptions from the EEA nationality requirement

   Exemptions from the EEA nationality requirement are limited to requestors that comply with the requirements of Article 120(2)(b) and (c) EUTMR or Article 116(4)(b) and (c) EUDR, namely that they have their place of business in the EEA, and are

entitled under national law to represent third parties before the national industrial property office.

An exemption from the EEA nationality requirement may only be granted where the requestor is a 'highly qualified professional' (Article 120(4)(b) EUTMR).

The term 'highly qualified professional' is not defined in the EUTMR or the EUTMIR, but the Court has described it as referring to a 'specialist with particularly advanced qualities, skills, abilities or knowledge' in trade mark matters (25/09/2024, T-727/20 RENV, Kirimova, EU:T:2024:646, § 30).

The status of 'highly qualified professional' is independent of the entitlement requirement under Article 120(2)(c) EUTMR and has no connection with the conditions necessary for fulfilling that requirement. Accordingly, the particularly advanced qualities, skills, abilities or knowledge do not need to be acquired in the exercise of the necessary entitlement to represent under Article 120(2)(c) EUTMR. Furthermore, they may be acquired within the EEA or in a third country, before or after obtaining the entitlement to represent (25/09/2024, T-727/20 RENV, Kirimova, EU:T:2024:646, § 34).

The onus is on the requestor to demonstrate (with supporting evidence) that they meet the 'highly qualified professional' requirement. A request for exemption, which is not subject to any time limit, may be filed using the form provided for this purpose available on the EUIPO website. All the arguments and evidence the requestor deems necessary to support the claims made must be submitted together with the request. The Executive Director will decide on the basis of that request.

Decisions of the Executive Director rejecting the exemption requested can be appealed before the General Court of the European Union under Article 263(4) TFEU.

4.3.5 Procedure for entry on the list

Articles 66(1) and 120(3) EUTMR, Article 162 EUTMR Articles 77(1), 116(5) and 143 EUDR

Entry on the list is confirmed by notification of a positive decision, which contains the indication of the ID number attributed to the professional representative. Entries on the Office's list of professional representatives or designs list are published in the Official Journal of the Office.

If any of the requirements for entry on the list of professional representatives are not fulfilled, a deficiency will be notified. If the deficiency is not remedied, the request for entry on the list will be rejected. The party concerned may file an appeal against this decision.

Professional representatives may obtain an additional copy of the decision free of charge.

The files relating to requests for entry on the Office's list of professional representatives or designs list are not open to public inspection. Where a request for entry on the list of professional representatives is accompanied by a request for exemption because one of the necessary conditions for entry on the list is missing (see paragraph 4.3.4 above), where the granting of that exemption has been refused by a final decision of the Executive Director, there will be no subsequent decision refusing entry on the list of representatives. This formal subsequent decision will only be issued where the requester explicitly requests it.

4.3.6 Amendment of the list of professional representatives

4.3.6.1 Deletion

First alternative — upon own request

Article 120(5) EUTMR Article 116(7) EUDR Article 26 EUDDR

The entry of a professional representative on the Office's list of professional representatives or designs list will be deleted at the request of that representative.

The deletion will be entered in the files kept by the Office. The notification of deletion will be sent to the representative and the deletion will be published in the Official Journal of the Office.

Second alternative — automatic deletion from the list of professional representatives

Article 75(1) EUTMDR Article 26 EUDDR

The entry of a professional representative in the Office's list of professional representatives or designs list will be deleted automatically:

1. in the event of the death or legal incapacity of the professional representative;
2. where the professional representative is no longer a national of a Member State of the EEA;
3. where the professional representative no longer has a place of business or employment in the EEA; or
4. where the professional representative is no longer entitled to represent third parties before the central industrial property office of a Member State of the EEA.

Where a professional representative changes from a design attorney to a trade mark attorney, he or she will be removed from the designs list and entered on the Office's list of professional representatives.

The Office may be informed of the above events in a number of ways. In case of doubt, the Office will, prior to deletion from the list, seek clarification from the national office concerned. It will also hear the professional representative, in particular where it is possible that he or she may be entitled to remain on the list on another legal or factual basis.

The deletion will be entered in the files kept by the Office. The decision of the deletion will be notified to the representative and the deletion will be published in the Official Journal of the Office.

4.3.6.2 Suspension of the entry on the list

Article 75(2) EUTMDR

Article 26 EUDDR

Upon notification by the relevant national industrial property office of a decision on the suspension of the entitlement to represent natural or legal persons before the respective national industrial property office, the entry of the professional representative on the Office's list of professional representatives or designs list will be suspended. The representative will be informed accordingly.

4.3.7 Reinstatement in the list of professional representatives

Article 75(3) EUTMDR

Article 26 EUDDR

A person whose entry has been deleted or suspended will, upon request, be reinstated in the list of professional representatives if the conditions for deletion or suspension no longer exist.

A new request must be submitted in accordance with the normal procedure for obtaining an entry on the list of professional representatives (see paragraph 4.2 above).

4.4 Representation by an employee

Article 119(3) EUTMR

Articles 1(j) and 74(1), Article 65(1)(i) EUTMDR

Article 115(3) EUDR

Article 18 EUDDR

4.4.1 General considerations

A party to the proceedings before the Office, whether a natural or a legal person, having their domicile or principal place of business, or a real and effective industrial or commercial establishment in the European Economic Area (EEA), may be represented before the Office by an employee (Article 119(3) EUTMR, first sentence and Article 115(3) EUDR, first sentence).

Employees of the legal persons described above may also represent other legal persons that have economic connections with the first legal person, even if those other legal persons do not have their legal address within the EEA (Article 119(3) EUTMR, second sentence and Article 115(3) EUDR, second sentence).

The acceptability of an employee representative therefore depends on whether the represented party is a natural or a legal person, whether the represented party has its legal address within or outside the EEA, and whether the employee is employed directly or indirectly by the represented party, as explained below.

For the definition of legal address, as identified in the represented person's ID number, see paragraph 3.2.1.

The following situations can therefore be differentiated:

- Natural persons whose legal address is within the EEA may be represented by an employee employed by them. The employee may or may not work from the represented natural person's legal address, but the employee must be employed by this natural person. For example, the employee may work from a place of business that is different from the legal address of the natural person.
- Natural persons whose legal address is outside the EEA cannot be represented by an employee.
- Legal persons whose legal address is within the EEA may be represented by an employee directly employed by them. This means the employee may work directly for them at this legal address. They may, however, also be employed by them indirectly. This 'indirect' employee can either work for the represented legal person through another place of business or another real and effective establishment owned by them under a different address within the EEA; or be employed by another legal person within the EEA that is economically linked to the first legal person.
- Legal persons whose legal address is outside the EEA may only be represented by an 'indirect' employee, through an employee working for the represented legal person through another place of business or real and effective establishment owned by them under a different address within the EEA, or be employed by another legal person within the EEA that is economically linked to the first legal person. Regarding the requirements of indirect employee representation see paragraph 4.4.2.

For all these situations the employee representative must be a natural person and be located in the EEA. An employee located outside the EEA may not represent their employer before the Office.

On the forms made available by the Office, the employee signing the application or request must fill in the field reserved for representatives by indicating their name, address (of employment) and select the checkboxes relating to employee representative.

The name(s) of the employee(s) will be entered in the database and published under 'representatives' in the EUTM and EUD Bulletins and in the Office's database accessible through the eSearch plus tool. However, they will not be entered in the respective EUTM and EUD Registers.

Where employees act for their employer, this is not a case of professional representation under Article 120(1) EUTMR or Article 116(1) EUDR. As such, Article 109(1) EUTMR and Article 11(1)(b) and (c) EUDIR are not applicable for the apportionment and fixing of costs in *inter partes* proceedings (17/07/2012, T-240/11, MyBeauty (fig.) / BEAUTY TV et al., EU:T:2012:391, § 15 *et seq.*).

No authorisation needs to be submitted, unless the Office or any party to the proceedings requests it.

The Office will verify the first time an employee representative claims to represent an employer. At a later stage it may also do so where it has reason to doubt that the employment relationship continues to exist, such as when different addresses are indicated or when one and the same person is nominated as the employee of different legal persons.

4.4.2 Indirect employment

As outlined in paragraph 4.4.1 when a legal person is a party in proceedings before the Office, they can also be represented by an employee, even if that employee does not work directly for the legal person identified by the legal address. This is particularly relevant for legal persons with a legal address outside the EEA since representation is mandatory for them (see paragraph 5.1 below). These non-EEA legal persons may be represented by an employee in the following two scenarios:

- first, legal persons with a legal address outside the EEA , but having a real and effective industrial or commercial establishment within the EEA , may be represented before the Office by an employee of this EEA-based establishment;
- second, legal persons with a legal address outside the EEA may be represented by an employee of another legal person within the EEA provided that both legal persons are economically connected.

For the definition of legal address as identified in the represented persons ID number, see paragraph 3.2.1 .

In the first scenario, to successfully claim an employee representative, the represented legal person must show that even though their legal address is outside the EEA, they also have a real and effective industrial or commercial establishment in the EEA, e.g. by proving that they own or control a branch, agency or any other kind of commercial establishment (including subsidiaries) in the EEA to such extent that it can be considered an extension of the non-EEA legal person.

The concept of 'branch, agency or other establishment' implies a place of business which has the appearance of permanency, such as the extension of a parent body, has a management and is materially equipped to negotiate business with third parties so that the latter, although knowing that there will if necessary be a legal link with the parent body, the office of which is abroad, do not have to deal directly with that parent body but may transact business at the place of business constituting the extension (see definition in 22/11/1978, C-33/78, Somafer, EU:C:1978:205, § 12; also quoted in 22/09/2016, T-512/15 , Sun Cali (fig.), EU:T:2016:527, § 30).

Proof of employment at the EEA-based establishment must also be provided for the employee representative.

For example, the EUTM applicant is a company with a legal address in the US. However, it can **prove** that it owns a branch in Spain. The party must **claim and prove** that the natural person identified as the employee representative works for the establishment in Spain. An employee working for this Spanish establishment can then represent the US EUTM applicant before the Office.

In the second scenario, to successfully claim an employee representative, the legal assessment is similar. Firstly, the legal person must show that the other legal person exists within the EEA; secondly, that there is a sufficiently strong economic connection between the represented party and the EEA-based legal person; and thirdly, that the employee representative truly works for the EEA-based legal person.

For example, 'Company A LLC' with a legal address in the US is party to the proceedings before the Office. It can show that it is economically linked to 'Company B Ltd.' in Ireland. John Smith is employed by 'Company B Ltd.' in Ireland. Consequently, John Smith may act as an employee representative of the US-based 'Company A LLC'.

Similar to the first scenario, economic connections only exist when there is economic dependence between the two legal persons, either in the sense that the party to the proceedings is dependent on the employer of the employee concerned, or vice versa. This economic dependence may exist for example:

- either because the two legal persons are members of the same group; or
- because of management control mechanisms (22/09/2016, T-512/15 , SUN CALI (fig.), EU:T:2016:527, § 33 et seq.).

However, the following do not establish economic links:

- a connection by virtue of a trade mark licensing agreement;
- a contractual relationship between two enterprises aimed at mutual representation or legal assistance;
- a mere supplier/client relationship, for example, on the basis of an exclusive distribution or franchising agreement.

All the arguments and evidence the requester deems necessary to support the claims, including any evidence to prove the existence and nature of the link between the different entities and any proof of employment, must be submitted together with the request. If this evidence is not submitted, the Office will issue a deficiency.

4.5 Legal representation and signature

Legal representation refers to the representation of natural or legal persons through other persons in accordance with national law. For example, the president of a company is the legal representative of that company.

In all cases, a natural person that is acting as a legal representative, should indicate underneath the signature(s), the name(s) of the individual person(s) signing and the person's(persons') status, for example, 'president', 'chief executive officer', 'gérant', 'procuriste', 'Geschäftsführer' or 'Prokurist'.

Other examples of legal representation according to national law are cases where minors are represented by their parents or by a custodian, or a company is represented by a liquidator. In these cases, the person actually signing must demonstrate his or her capacity to sign even though no authorisation is required.

It should be borne in mind, however, that a legal person addressing the Office from outside the EEA must be represented by a professional representative within the EEA, unless appointment of a representative is not mandatory (see paragraph 5.1 for any exceptions to the general rule). See paragraph 5.2.1 on the consequences of not appointing a representative, when representation is mandatory, once the EUTM or EUD application has been filed.

5 Appointment of a Professional Representative

5.1 Conditions under which appointment is mandatory

Subject to the exceptions outlined in paragraph 4.4, the appointment of a professional representative is mandatory for parties to proceedings before the Office that do not have their domicile or their principal place of business, or a real and effective industrial or commercial establishment **in the EEA**. This obligation exists for all proceedings before the Office, except for the filing of an application for an EUTM or an EUD, an application for renewal of an EUTM or an EUD, and an application for inspection of files.

The same applies to international registrations designating the EU. For further information on this point, see the Guidelines,Part M, International marks and the Guidelines on Examination of applications for registered European Union designs, 12 International registrations, 12.3.3.4 Professional representation.

5.1.1 Domicile, principal place of business, or real and effective industrial or commercial establishment

The criterion for mandatory representation is determined by the legal address of the represented person, not their nationality. For example, a French national domiciled in

Japan has to be represented, but an Australian national domiciled in Belgium does not have to be. For more information on the legal address, see paragraph 3.2.1.

The criterion is not fulfilled where the party to the proceedings merely has a post office box or an address for service in the EEA, nor where the applicant indicates the address of an agent with a place of business in the EEA. For more information on situations where a party may have a legal address outside the EEA but may also have a real and effective industrial or commercial establishment within the EEA, please see paragraph 4.4.1, which deals with this concept for the purpose of determining if an employee representative is entitled to represent.

5.1.2 The notion of 'in the EEA'

Article 119(2) EUTMR

Article 115(2) EUDR

In applying Article 119(2) EUTMR and Article 115(2) EUDR, the relevant territory is the territory of the EEA, which comprises the EU and the countries of Iceland, Liechtenstein and Norway.

5.2 Consequences of non-compliance when appointment is mandatory

Article 120(1) EUTMR Article 116(1) EUDR

Where a party to proceedings before the Office is in one of the situations described under paragraph 5.1, but has failed to appoint a professional representative within the meaning of Article 120(1) EUTMR or Article 116(1) EUDR in the application or request, or where compliance with the representation requirement ceases to exist at a later stage (e.g. where the representative withdraws), the legal consequences depend on the nature of the proceedings concerned.

5.2.1 During registration

Articles 31(3) and 119(2) EUTMR
Article 115(2) EUDR Article 55(3) EUDR

Where representation is mandatory and the applicant fails to designate a professional representative in the application form, the examiner will invite the applicant to appoint

a representative as part of the formality examination pursuant to Article 31(3) EUTMR, first sentence, or Article 55(3) EUDR. Where the applicant fails to remedy this deficiency, the application will be refused.

The same course of action will be taken where the appointment of a representative ceases to exist later during the registration process, up until any time before actual registration, that is to say, even within the period between publication of the EUTM application and registration of the EUTM.

Where a specific ('secondary') request is introduced on behalf of the applicant during the registration process, for example a request for inspection of files, a request for registration of a licence or a request for *restitutio in integrum*, the appointment of a representative need not be repeated, but the Office may in case of doubt request an authorisation. The Office will in this case communicate with the representative on file, and the representative for the recordal applicant, where different.

5.2.2 During opposition

For EUTM applicants, the preceding paragraphs apply where appointment of a representative is mandatory. The procedure to remedy any deficiencies relating to representation will take place outside the opposition proceedings. Where the applicant fails to remedy the deficiency, the EUTM application will be refused, and the opposition proceedings will be terminated.

Article 2(2)(h)(ii) and Article 5(5) EUTMDR

As regards the opponent, any initial deficiency relating to representation is a ground for inadmissibility of the opposition. Where representation is mandatory pursuant to Article 119(2) EUTMR and the notice of opposition does not contain the appointment of a representative, the examiner will invite the opponent to appoint a representative within a 2-month time limit pursuant to Article 5(5) EUTMDR. If the deficiency is not remedied before the time limit expires, the opposition will be rejected as inadmissible.

When a representative resigns, the proceedings continue with the opponent itself if it is from the EEA. If the opponent is from outside the EEA, the Office will issue a deficiency inviting the opponent to appoint a representative. If the deficiency is not remedied, the opposition will be rejected as inadmissible.

When there is a withdrawal, change or appointment of a representative during opposition proceedings, the Office will inform the other party of the change by sending a copy of the letter and of the authorisation (if submitted).

5.2.3 Cancellation

Article 12(1)(c)(ii) and Article 15(4) EUTMDR

Article 2(1)(e) and Article 5(2) EUDDR

In cancellation proceedings, the above paragraphs concerning the opponent apply to the applicant for revocation or declaration of invalidity of an EUTM and to the applicant for declaration of in validity of a EUD.

Where an EUTM proprietor from outside the EEA is no longer represented, the examiner will invite it to appoint a representative. If it does not do so, procedural statements made by it will not be taken into account, and the cancellation application will be dealt with on the basis of the evidence that the Office has before it. However, a registered EUTM will not be cancelled simply because an EUTM proprietor from outside the EEA is no longer represented.

5.3 Appointment of a representative when not mandatory

Where the party to the proceedings before the Office is not obliged to be represented, they may nevertheless, at any time, appoint a representative within the meaning of Article 119 or 120 EUTMR and Articles 115 and 116 EUDR.

Where a representative has been appointed, the Office will communicate solely with that representative (see paragraph 6 below).

5.4 Appointment/replacement of a representative

5.4.1 Appointment/replacement of an individual representative

Article 74(7) EUTMDR

Articles 1(1)(c) and (3) EUDIR and Article 26 EUDDR

A representative is normally appointed in the official Office form initiating the procedure involved, for example, the application form or the opposition form (as concerns the appointment of multiple representatives, see paragraph 6 below).

A representative may also be appointed in a subsequent communication. In the same way, a representative may also be replaced at any stage of the proceedings.

The appointment must be unequivocal.

In EUTM-related proceedings, it is strongly recommended that the request for registration of an appointment of a representative be submitted electronically via the

Office's website (e-recordals). In EUD-related proceedings, such requests can only be made by electronic means.

An application to record an appointment must contain:

- the registration or application number of the EUTM/EUD;
- the new representative's particulars;
- the signature(s) of the person(s) requesting the recordal.

When the application does not comply with the above, the recordal applicant will be invited to remedy the deficiency. The notification will be addressed to the person who filed the application to record the appointment of the representative. If the recordal applicant fails to remedy the deficiency, the Office will reject the application.

Where a representative has been appointed, the notification will be sent to the party that submitted the application to register the appointment, that is to say, to the recordal applicant. Any other party, including the previous representative in the case of a replacement when he or she is not the recordal applicant, will be informed of the appointment in a separate communication only once the appointment has been registered.

When the application relates to more than one proceeding, the recordal applicant must select a language for the application that is common to all proceedings. If there is no common language, separate applications for appointment must be filed. For more information on the use of languages see the Guidelines, Part A, General Rules, Section 4, Language of Proceedings.

If there is no representative in the proceedings, a communication made in respect of a particular procedure (e.g. registration or opposition), accompanied by an authorisation signed by the party to the proceedings, implies the appointment of a representative. This also applies where a general authorisation is filed in the same way. For information about general authorisations, see paragraph 7.2 below.

Submissions or requests filed on behalf of the parties by a representative (hereafter the 'new' representative) other than the one who appears in our register (hereafter the 'old' representative) will initially be accepted.

The Office will then send a letter setting a time limit to the 'new' representative, inviting them to submit documents confirming their appointment as representative.

If the requested documents are submitted, the previous submissions will be considered and the Office will send further communications to the 'new' representative.

If the 'new' representative does not reply within the time limit or does not submit the requested documents confirming their appointment, the proceedings will continue with the 'old' representative. The submission and answer from the 'new' representative will not be considered and will be forwarded to the 'old' representative for information purposes only.

5.4.2 Appointment/replacement of an association of representatives

Article 74(8) EUTMDR

Article 116(8) EUDR

An association of representatives (such as firms or partnerships of lawyers or professional representatives or both) may be appointed rather than the individual representatives working within that association.

Since the regulations do not establish the required legal nature of an association of representatives, an association of representatives does not necessarily have to be understood as being a legal entity as a registered company would be. The objective of Article 74(8) EUTMDR and Article 116(8) EUDR is to allow a party to appoint or to authorise all individual representatives of an association, irrespective of the legal or factual arrangements under which that association may have been constituted (see 10/04/2024, T-262/23, Mushie / KUSHIES, EU:T:2024:227, § 21-22).

In order for the Office to grant an ID number to an association of representatives (see paragraph 4.1), there must be at least two legal practitioners or professional representatives practising within that association or partnership that comply with the requirements of Article 120(1) EUTMR or Article 116(1) EUDR and that have already obtained individual ID numbers from the Office assigned to the address of the association. This information should be submitted with the initial request.

Where the Office has doubts that the association has at least a minimum of two members complying with the requirements, or doubts regarding the continued presence of at least two qualified association members, the Office will issue a deficiency notification. This deficiency may be issued at the time of examining the initial request, or at any later stage. In the event the deficiency is not remedied, any existing association ID number will be invalidated, and any files assigned to this existing ID will be moved to the individual ID of the only existing member of the association.

The appointment of an association of representatives automatically extends to any professional representative who, subsequent to the initial appointment, joins that association of representatives. Conversely, any representative who leaves the association of representatives automatically ceases to be authorised under that association. It is strongly recommended that any changes and information concerning representatives joining or leaving the association be notified to the Office. The Office reserves the right, if justified by the circumstances of the case, to verify whether a given representative actually operates within the association.

Article 120(1) EUTMR

Article 74 EUTMDR

Article 116(1) and 115(3) EUDR

The appointment of an association of representatives does not depart from the general rule that only legal practitioners and professional representatives within the meaning

of Article 120(1) EUTMR and Article 116(1) EUDR may perform legal acts before the Office on behalf of third parties. Therefore, any application, request or communication must be signed by a physical person possessing this qualification. The representative must indicate their name underneath the signature. They may indicate their individual ID number, if one has been provided by the Office, or their association ID number.

6 Communication with Parties and Representatives

Article 60(1) and (3) and Article 66 EUTMDR

Article 13(1) and (2) EUDDR and Article 19 EUDDR

Where a representative has been appointed within the meaning of Article 119 or 120 EUTMR and Article 115 or 116 EUDR, the Office will communicate solely with that representative.

Any notification or other communication addressed by the Office to the duly authorised representative will have the same effect as if it had been addressed to the person represented.

Any communication addressed to the Office by the duly authorised representative will have the same effect as if it originated from the person represented.

In addition, if the party represented files documents itself with the Office while being represented by a duly authorised representative, these documents will be accepted by the Office as long as the party represented has its domicile or principal place of business or a real and effective industrial or commercial establishment in the EEA. However, the Office will reply to the appointed representative, not to the party directly. Where the represented party has its domicile or principal place of business or a real and effective industrial or commercial establishment outside the EEA, these documents will not be taken into account.

Article 60(2) and Article 73 EUTMDR

Article 13(2) EUDDR and Article 26 EUDDR

A party to the proceedings before the Office may appoint up to a maximum of two representatives, in which case each of the representatives may act either jointly or separately, unless the authorisation given to the Office provides otherwise. The Office, however, will as a matter of course communicate only with the first named representative, except where the additional representative is appointed for a specific secondary procedure (such as inspection of files or opposition), in which case the Office will communicate with this representative during the course of this specific secondary procedure.

Article 119(4) EUTMR

Articles 60(1) and (2) and 73(1) EUTMDR

Article 115(4) EUDR

Articles 13 and 26 EUDDR

Where there is more than one applicant, opponent or any other party to proceedings acting in common before the Office, a common representative may be expressly appointed.

Where a common representative is not expressly appointed, the first applicant named in the application that is domiciled in the EEA, or its representative if appointed, will be considered to be the common representative.

If none of the applicants are domiciled in the EEA, they are obliged to appoint a professional representative; therefore, the first named professional representative in the application will be considered to be the common representative.

The Office will address all notifications to the common representative. A notification to the common representative will be sufficient, since it will have the same effect as if it had been addressed to the represented persons.

7 Authorisation

Articles 119(3) and 120(1) EUTMR

Article 74 EUTMDR

Articles 115(3) and 116(1) EUDR

Article 26 EUDDR

In principle, professional representatives do not need to file an authorisation to act before the Office. However, any professional representative (legal practitioner or Office professional representative entered on the list, including an association of representatives) acting before the Office must file an authorisation for insertion in the files if the Office expressly requires this or, where there are several parties to the proceedings in which the representative acts before the Office, if the other party expressly asks for this.

In such cases, the Office will invite the representative to file the authorisation within a specific time limit. The letter will include a warning that if the representative does not reply within the time limit, the Office will assume that he or she has not been appointed as representative and proceedings will continue directly with the party. Where representation is mandatory, the party represented will be invited to appoint a new representative and paragraph 5.2 above applies. Any procedural steps, other

than the filing of the application, taken by the representative will be deemed not to have been taken if the party represented does not approve them within a period specified by the Office.

An authorisation must be signed by the party to the proceedings. In the case of legal persons, it must be signed by a person who is entitled, under the applicable national law, to act on behalf of that person.

Simple photocopies of the signed original may be submitted. Original documents become part of the file and, therefore, cannot be returned to the person who submitted them.

Authorisations may be submitted in the form of individual or general authorisations.

7.1 Individual authorisations

Article 120(3) EUTMR

Article 65(1)(i) and Article 74 EUTMDR

Article 116(5) EUDR

Articles 18 and 26 EUDDR

Individual authorisations may be made on the form established by the Office pursuant to Article 65(1)(i) EUTMDR and Article 18 EUDDR. The procedure to which the authorisation relates must be indicated (e.g. 'concerning EUTM application number 12345'). The authorisation will then extend to all acts during the lifetime of the ensuing EUTM. Several proceedings may be indicated.

Individual authorisations, whether submitted on the form made available by the Office or on the representative's own form, may contain restrictions as to its scope.

7.2 General authorisations

Article 120(1) EUTMR

Article 65(1)(i) and Article 74 EUTMDR

Article 116(1) EUDR

Articles 18 and 26 EUDDR

A 'general authorisation' authorises the representative, the association of representatives or the employee to perform all acts in all proceedings before the Office, including, but not limited to, the filing and prosecution of EUTM applications, the filing of oppositions and the filing of requests for a declaration of revocation or invalidity, as well as in all proceedings concerning EUDs and international marks. The

authorisation should be made on the form made available by the Office, or a form with the same content. The authorisation must cover all proceedings before the Office and may not contain limitations. For example, where the text of the authorisation relates to the 'filing and prosecution of EUTM applications and defending them', this is not acceptable because it does not cover the authority to file oppositions and requests for a declaration of revocation or invalidity. Where the authorisation contains such restrictions, it will be treated as an individual authorisation.

7.3 Consequences where authorisation expressly requested by the Office is missing

If representation is not mandatory, the proceedings will continue with the person represented.

If representation is mandatory, paragraph 5.2 above will apply.

8 Withdrawal of a Representative's Appointment or Authorisation

A withdrawal or change of representative may be brought about by an action taken by the person represented, the previous representative or the new representative.

8.1 Action taken by the person represented

Article 74(4) and (5) EUTMDR Article 26 EUDDR

The person represented may at any time revoke, in a written and signed communication to the Office, the appointment of a representative or the authorisation granted to them. Revocation of an authorisation implies revocation of the representative's appointment.

Any representative who has ceased to be authorised will continue to be regarded as the representative until the termination of that representative's authorisation has been communicated to the Office.

Where the party to the proceedings is obliged to be represented, paragraph 5.2 above will apply.

8.2 Withdrawal by the representative

The representative may at any time declare, by a signed communication to the Office, that they withdraw as a representative. The request must indicate the number of the proceedings (e.g. EUTM/EUD number, opposition, etc.). If the representative declares that representation will be taken over by another representative as from that moment, the Office will record the change accordingly and correspond with the new representative.

9 Death or Legal Incapacity of the Party Represented or Representative

9.1 Death or legal incapacity of the party represented

Article 106(1) and (2) EUTMR
Article 74(6) EUTMDR Article 97(1) and (2) EUDR
Article 26 EUDDR

In the event of the death or legal incapacity of the authorising party, the proceedings will continue with the representative, unless the authorisation contains provisions to the contrary.

Depending on the proceedings, the representative will have to apply for registration of a transfer to the successor in title. However, in the event of the death or legal incapacity of the applicant for, or proprietor of, an EUTM or an EUD, the representative may apply for an interruption of proceedings.

For more information on interrupting opposition proceedings following the death or legal incapacity of the EUTM applicant or its representative, see the Guidelines, Part C, Opposition, Section 1 Opposition proceedings, 7.5.5 Interruption of the proceedings due to death or legal incapacity of the applicant or its representative. This practice applies *mutatis mutandis* to the interruption of EUD invalidity proceedings due to the death or legal incapacity of the applicant for, or holder of, an EUD.

The interrupted proceedings before the Office may be resumed as soon as the identity of the person authorised to continue them has been established. Where no information about the identity of the person authorised to continue the proceedings has been provided following their interruption, the Office will make all reasonable attempts to establish this information. If after exhausting such attempts this person's identity still

has not been identified, proceedings may be resumed and specific legal consequences may apply.

In insolvency proceedings, a liquidator, once nominated, will assume the capacity to act on behalf of the bankrupt person and may — or (in the case of mandatory representation) must — appoint a new representative, or else confirm the appointment of the existing representative.

For more information on insolvency proceedings, see the Guidelines, Part E, Register Operations, Section 3, EUTMs and EUDs as Objects of Property, Chapter 2, Licences, Rights *in Rem*, Levies of Execution, Insolvency Proceedings, Entitlement Proceedings or Similar Proceedings.

9.2 Death or legal incapacity of the representative

Article 106(1) and (2) EUTMR Article 72(2) EUTMDR Article 97(1)(c) and (2) EUDR and Article 25(2) EUDDR

In the event of the death or legal incapacity of a representative, the proceedings before the Office will be interrupted. If the Office has not been informed of the appointment of a new representative within a period of three months after the beginning of the interruption, the Office will:

- where representation is not mandatory, inform the authorising party that the proceedings will now be resumed with them;
- where representation is mandatory, inform the authorising party that specific legal consequences will apply, depending on the nature of the proceedings concerned (e.g. the application for registration of an EUTM or EUD will be deemed to have been withdrawn, the EUTM opposition or EUD invalidity application will be rejected), if a new representative is not appointed within two months of the date of notification of that communication (28/09/2007, R 48/2004-4, PORTICO / PORTICO, § 13, 15).

10 Change of name or address

Article 55 and Article 111(3)(a) and (b) EUTMR

Articles 69(1) and 104(3)(a),(b) and (c) EUDR

Article 8 EUDIR

The name or address of an EUTM applicant/proprietor or an EUD applicant/holder, a party to the proceedings, or a representative may be amended by submitting a request to the Office.

The EUD holder may request that a change of name of the designer or one or more members of the team of designers be registered and entered in the Register pursuant to Article 104(3)(d) EUDR.

A change of name is limited to a change that does not affect the identity of the person, for example, where there is a change in the name (through marriage/divorce), or in the case of a legal person, where the company officially changes its name in the company register.

On the other hand, a change in the party's identity may be a transfer or a change of ownership. In the event of any doubt as to whether a change will be considered a transfer or a change of ownership, see the Guidelines, Part E, Register Operations, Section 3, EUTMs and EUDs as Objects of Property, Chapter 1, Transfer. That chapter provides detailed information in this respect as well as the applicable procedure.

A representative's name or address may be amended, provided that the representative is not being substituted by another representative. That would be considered an appointment of a new representative, which is subject to the rules governing such an appointment.

Where the address of an association of representatives is changed, the address of all of the association members must also be updated. As seen in paragraph 5.4.3, the address linked to the ID numbers of the members of an association and the address linked to the ID number of the association itself must all coincide.

A change of name or address can be requested by the affected person. The request must contain the EUTM/EUD number (or the file number assigned to the proceedings in question) and the name and address of the party or representative, both as on the file and as amended. The ID number should also be provided. The request is free of charge.

Where there is any doubt, the Office may ask for proof such as an extract from a trade register, or other evidence, to corroborate the change of name or address.

Changes to the parties' or representatives' name or address will be reflected in the ID number assigned to the party or representative. Consequently, the change will be reflected in all proceedings where this ID is assigned, including all EUTM and EUD applications and pending proceedings. The change cannot be recorded only for a specific portfolio of rights.

A single request may be made for a change of name or address for two or more registrations.

For changes in the name or address of the proprietor of a registered EUTM, see the Guidelines, Part E, Register Operations, Section 1, Changes in a registration. For changes in the name or address of the holder or its representative or in the citation of the designer or team of designers for an EUD, see the GuidelinesExamination of applications for registered European Union designs, paragraph 11.4.

11 Correction of the name or address

Article 31(1)(b) EUTMR, Article 49(2) EUTMR

Article 11(5) EUTMDR

Articles 42(1)(b) and 92 EUDR

Article 8 EUDIR

The name and legal address of an EUTM or an EUD applicant, a party to the proceedings, or a representative may be corrected in case of errors in the respective application or request.

Firstly, corrections will be allowed where the error in the name or address that requires correction is considered **obvious**, that is, nothing else could have been intended other than what is offered as the correction. Examples of obvious errors in the name or address could be misspellings, typographical errors, errors of transcription or use of an abbreviated form in the names of natural persons (e.g. 'Phil' instead of 'Phillip').

Additionally, a correction could also be considered in this scenario where there is a typographical error in the legal form (e.g. S.A. was indicated in the application form instead of S.L.). This correction would require evidence to be submitted in support of the request.

Correction in the name or address of an EUTM or EUD applicant will have no consequences as regards the filing date of the application, because the applicant is deemed to be correctly identified from the beginning pursuant to Article 31(1)(b) EUTMR and Article 42(1)(b) EUDR.

Secondly, errors that are **not considered to be obvious** and that lead to the **change in identification of the EUTM or EUD applicant** can take place, but they do not fall under Article 49(2) EUTMR and Article 92 EUDR. They will lead to a change in the filing date of the application, as the correct identification of the applicant is a formal requirement for the granting of a filing date pursuant to Article 31(1)(b) EUTMR and Article 42(1)(b) EUDR. The new filing date of the application will be considered to be the one on which the corrected (new) applicant is formally identified and all supporting evidence is submitted in support of the correction.

In this second scenario, the burden of proof is on the party that made the mistake to prove what needs correcting and why it needs correcting. A request for correction of a name which consists of replacing one name with another will require evidence of what needs correcting and the evidence will also need to link the correction to the EUTM/EUD application (or file) in question. For example, where a representative informs the Office that the wrong EUTM applicant was indicated in the EUTM application form by mistake, the evidence must show that the party (as requested to be corrected) bears a relation with the EUTM application in question. A request simply informing the Office that the correction is needed because someone made a mistake, or another applicant was intended, or there was a change of mind after filing, will not be accepted.

Requests for correction of errors must contain the file number of the application or proceeding, the erroneous name or address and its corrected version, and evidence in support of the request for correction where applicable.

Corrections should not be confused with requests for changes of name or address, see paragraph 10.

For correction of other errors in registering an EUTM or in publishing the registration, and for correction of errors in registering an EUD and in publishing the registration, see the Guidelines Part A, Section 6 Revocation of decisions, cancellation of entries in the register and correction of errors.

Annex 1

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
OPA – The Austrian Patent Office **(Austria)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Rechtsanwalt'**	Persons holding the title **'Rechtsanwalt'** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to Austrian law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Zugelassener Vertreter'** **'Patentanwalt'** or **'Notar'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the titles **'Patentanwalt'** or **'Notar'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
BOIP – Benelux Office for Intellectual Property **(Benelux)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Advocaat', 'Rechtsanwalt'** or **'Avocat'**	Persons holding the titles **'Avocat'** , **'Advocaat'** or **'Rechtsanwalt'** (meaning a lawyer admitted to the bar), are entitled to act as legal practitioners before the Benelux industrial property office pursuant to national laws, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Gemachtigde' , 'Patentanwalt'** or **'mandataire'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
			Any person may act before the Benelux Office for Intellectual Property. In order for this person to be entitled to act as a professional representative before the EUIPO, the person must have at least 5 years' experience before the Benelux Intellectual Property Office **(Option a).** Persons in possession of a professional qualification officially recognised under the regulations laid down by the States of Belgium, the Netherlands or Luxembourg, certified by the central industrial property office of the Member State concerned, are not subject to the 5-year requirement before the BOIP to act as a professional representative before the EUIPO **(Option b)** .

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
BPO – Patent Office of the Republic of Bulgaria **(Bulgaria)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**Адвокат** ('Advokat')	Persons holding the title **'Адвокат'** (Attorney) are entitled to act as legal practitioners before the national industrial property office pursuant to the laws of Bulgaria, and consequently they are entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**Представител по индустриална собственост'** ('Predstavitel po industrialna sobstvenost')	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Представител по индустриална собственост'** ('IP representative') have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO.
SIPO – State Intellectual Property Office of the Republic of Croatia **(Croatia)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'odvjetnik'**	Persons holding the title **'odvjetnik'** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to Croatian law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Ovlašteni zastupnici'** **'Zastupnik Za Žigove'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Zastupnik Za Žigove'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO. An exam must be passed, before the Croatian Intellectual Property Office, in order to obtain this qualification.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
Industrial Property Office of the Czech Republic **(Czech Republic)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Advokát'**	Persons holding the title **'Advokát'** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to the laws of the Czech Republic, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Kvalifikovaných zástupců'** **'Patentový zástupce'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Patentový zástupce'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO. The Czech Republic has a two-part examination: • Persons who have passed part B only (on 'trade marks and appellation of origin') may act as representatives in this field and hence be entered on the list of Article 120(1)(b) EUTMR to represent in trade mark matters . Patent attorneys ***('Patentový zástupce')*** , who have passed both parts of the examination, are therefore entitled to represent applicants in all procedures before the EUIPO (i.e. both trade mark and design matters).

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
Department of the Registrar of Companies and Intellectual Property **(Cyprus)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Δικηγόρος'** ('Dikigoros')	Only persons holding the title **'Δικηγόρος'** (or 'Dikigoros'), are entitled to act as legal practitioners before the national industrial property office pursuant to the laws of Cyprus, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Εγκεκριμένος Αντιπρόσωπος'**	n/a

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
DKPTO – Danish Patent and Trademark Office **(Denmark)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'advokat'**	Persons holding the Danish title **'Advokat'** meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to Danish law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Godkendte mødeberettigede'** **'Varemaerkefuldmaegtig'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
			Anyone may act before the national industrial property office in trade mark matters . In order for this person to be entitled to act as a professional representative before the EUIPO, the person must have at least 5 years' experience before the national office **(Option a)** . In addition, persons holding the title **'Varemaerkefuldmaegtig'** are officially recognised as professionally qualified to represent third parties before the national office in trade mark and design matters and are therefore not subject to the 5-year requirement to act as a professional representative before the EUIPO **(Option b).**

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
EPA – Estonian Patent Office **(Estonia)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'õigusala töötaja'** **'Jurist'** and **'Advokaat'**	Persons holding the titles **'Jurist'** and **'Advokaat'** who are also qualified as IP attorneys are entitled to act as legal practitioners before the national industrial property office pursuant to Estonian law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Kutseline esindaja'** **'Patendivolinik'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Patendivolinik'** who have passed the 'trade marks, industrial designs and geographical indications' part of the exam, have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO in trade mark and design matters. Persons who only passed the 'patents and utility models' part of the exam may not act as professional representatives before the EUIPO.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
PRH – Finnish Patent and Registration Office **(Finland)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'harjoittamaan oikeutettu'** **'Asianajaja'** or **'Advokat'**	Persons holding the Finnish title **'Asianajaja'** or **'Advokat'** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to the laws of Finland, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Ammattimainen edustaja'** **'Tavaramerkkiasiamies'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
			Any natural or legal person can act as a representative in trade mark and design matters before the national industrial property office. In order for this person to be entitled to act as a representative before the EUIPO, the person must have at least 5 years' experience before the national industrial property office **(Option a)** . In addition, persons holding the title **'Tavaramerkkiasiamies'** are officially recognised as being professionally qualified to represent third parties before the Finnish Patent and Registration Office in trade mark matters , and therefore are not subject to the 5-year requirement to act as professional representative before the EUIPO **(Option b)** .

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
INPI – The National Institute for Intellectual Property **(France)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'avocat'**	Persons holding the French title **'avocat'** , meaning a lawyer member of the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to French law, and consequently entitled to act before the EUIPO in trade mark and design matters. These lawyers are fully entitled to act in trade mark and design matters, with an exception, that they cannot act under the title of 'lawyer' (avocat) and under the title of 'professional representative' (see below) at the same time . Therefore, they are not entitled to act before the EUIPO under two separate IDs (one as a lawyer, and one as a professional representative).
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Mandataires agréés'** Persons on the **'Liste des Conseils en propriété industrielle'**	**Entitlement is conditional upon possession of a special professional qualification**
			Only persons on the **'Liste des Conseils en propriété industrielle'** maintained by INPI with the speciality **'Marques, dessins et modèles'** or **'Juriste'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
DPMA – German Patent and Trade Mark Office **(Germany)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Rechtsanwalt'**	Persons holding the German title **'Rechtsanwalt'** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to German law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Patentanwalt'**	**Entitlement is conditional upon possession of a special professional qualification**
			Persons holding the title **'Patentanwalt'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO. Persons holding the titles of **'Patentassessor '** and **'Syndikuspatentanwalt '** (§ 41a Abs. 2 PAO) do not have such qualification. They have a limited power of representation as they may only act as employee representatives for their employer, not as professional representatives.
OBI - Industrial Property Organisation **(Greece)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Δικηγόρος'** (Dikigoros)	Only persons holding the title **'Δικηγόρος'** (or 'Dikigoros'), are entitled to act as legal practitioners before the national industrial property office pursuant to Greek law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Εγκεκριμένος Αντιπρόσωπος'**	n/a

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
HIPO – Hungarian Intellectual Property Office **(Hungary)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Ügyvéd'**	Persons holding the title **'Ügyvéd'** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to Hungarian law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Hivatásos képviselők'** **'Szabadalmi ügyvivő'** ('patent attorney')	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Szabadalmi ügyvivő'** ('patent attorney') have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO. **'Legal advisors'** or **'notaries'** are not entitled to act in procedures relating to industrial property matters and therefore may not be entered on the EUIPO's list of professional representatives.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
Icelandic Intellectual Property Office **(Iceland)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Lögfræðingur'** (e. Lawyer), **'Lögmaður'** (e. Attorney-at-Law), **'Héraðsdómslögmaður'** (e. District Court Attorney) or **'Hæstaréttarlögmaður'** (e. Supreme Court Attorney)	Persons holding the title **'Lögfræðingur'** (e. Lawyer), **'Lögmaður'** (e. Attorney-at-Law), **'Héraðsdómslögmaður'** (e. District Court Attorney) or **'Hæstaréttarlögmaður'** (e. Supreme Court Attorney), and therefore lawyers admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to the laws of Iceland, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Umboðsmaður'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
			Any person may act before the Icelandic Patent Office. In order for this person to be entitled to act as a professional representative before the EUIPO, the person must have at least 5 years' experience before the Icelandic Patent Office **(Option a)** . In addition, persons holding the title **'Umboðsmaður'** are officially recognised as being professionally qualified to represent third parties before the national industrial property office, and are therefore not subject to the 5-year requirement to act as a professional representative before the EUIPO **(Option b)** .

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
Intellectual Property Office of Ireland **(Ireland)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Barrister'** or **'Solicitor'**	Persons holding the titles **'Barrister'** or **'Solicitor'** , are entitled to act as legal practitioners before the national industrial property office pursuant to Irish law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Registered Trade Mark Agent'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Registered Trade Mark Agent'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO in trade mark matters.
UIBM – Italian Patent and Trademark Office **(Italy)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Avvocato'**	Persons holding the Italian title **'Avvocato'** , a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to Italian law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Mandatario abilitato in Marchi'** **'Consulente in Marchi'** **'Consulente in Proprietà Industriale'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title of **'Consulente in Marchi'** and **'Consulente in Proprietà Industriale'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO in both trade mark and design matters.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
LRPV – Patent Office of the Republic of Latvia **(Latvia)**	**Professional Representative (Trade Marks and Designs)** Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Profesionâlais patentpilnvarnieks'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'profesionālais patentpilnvarnieks'** ('professional patent attorney') and included on the Patent Office List of Professional Patent Attorneys are entitled to represent persons before the national industrial property office (and consequently, before the EUIPO): - in trade mark matters, if they have specialised (and passed a specific exam) in the field of trade marks; - in design matters, if they have specialised (and passed a specific exam) in the field of designs.
Bureau of Intellectual Property Office of Economic Affairs **(Liechtenstein)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Rechtsanwalt'**	Persons holding the title **'Rechtsanwalt'** , a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to the laws of Liechtenstein, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Patentanwalt'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Patentanwalt'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
The State Bureau of the Republic of Lithuania **(Lithuania)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'praktikuojantis teisininkas'** **'Advokatas'**	Persons holding the title **'Advokatas'** are entitled to act as legal practitioners before the national industrial property office pursuant to Lithuanian law, and consequently entitled to act before the EUIPO in trade mark and design matters, provided that their clients have a permanent residence in the EU. Clients whose permanent residence is not in the EU may not be represented by a legal practitioner and must be represented by a professional representative.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**' Profesionalūs atstovai '** **'Patentinis patikėtinis'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Patentinis patikėtinis'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
Commerce Department, Industrial Property Registrations Directorate **(Malta)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'prattikant legali'** **'Avukat'** or **'Prokuratur Legali'**	Persons holding the titles **'Avukat'** or **'Prokuratur Legali'** , are entitled to act as legal practitioners before the national industrial property office pursuant to Maltese law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'rappreżentanti professjonali'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
			Any person, with a legal background including notaries, may act before the Maltese Intellectual Property Office. In order for this person to be entitled to act as a professional representative before the EUIPO, the person must have at least 5 years' experience before the Maltese Intellectual Property Office. **(Option a).**

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
NIPO – Norwegian Industrial Property Office **(Norway)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Advokat'** and **'Advokatfullmektig'**	Persons holding the titles **'Advokat'** and **'Advokatfullmektig',** a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to the laws of Norway, and consequently entitled to act before the EUIPO in trade mark and design matters. Furthermore, if the legal practitioner acts as an attorney-at-law no power of attorney is necessary. However, if the legal practitioner acts as an employee of a company a power of attorney is necessary, even if the employee is an attorney-at-law.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)		**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
			Any person may act before the Norwegian Intellectual Property Office. In order for this person to represent in trade mark matters before the EUIPO, the person must have at least 5 years' experience before the Norwegian Intellectual Property Office. **(Option a).**

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
Polish Patent Office **(Poland)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**‘ prawnik’** **‘Adwokat, radca prawny’**	Persons holding the title **‘Adwokat, radca prawny’** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office in trade mark and design matters pursuant to the laws of Poland, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**‘Zawodowi pełnomocnicy’** **‘Rzecznik Patentowy’**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **‘Rzecznik Patentowy’** (on the list of patent attorneys maintained by the Polish Patent Office) have the necessary ‘special professional qualification’ and are therefore entitled to act as professional representatives before the EUIPO in trade mark and design matters.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
INPI – Portuguese National Industrial Property Office **(Portugal)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Profissionais de justiça'** **'Advogado'**	Persons holding the title **'Advogado'** , a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to Portuguese law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'mandatário autorizado'** **'Agentes da Propiedade Industrial'** and **'notary'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
			Any person may act before the Portuguese Institute of Industrial Property. In order for this person to be entitled to act as a professional representative before the EUIPO, the person must have at least 5 years' experience before the Portuguese Institute of Industrial Property **(Option a)** . In addition, persons holding the titles of **'Agentes da Propiedade Industrial'** and **'notary'** are officially recognised as professionally qualified to represent third parties before the Portuguese Institute of Industrial Property and are therefore not subject to the 5-year requirement to act as a professional representative before the EUIPO **(Option b)** .

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
OSIM – Romanian State Office for Inventions and Trademarks **(Romania)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'Avocat'**	Persons holding the title of **'Avocat'** are entitled to act as legal practitioners before the national industrial property office pursuant to the laws of Romania (Law no. 30/2024 for the amendment of Law no. 84/1998 regarding trademarks and geographical indications, of Law no. 129/1992 regarding the protection of designs and models, as well as Law no. 64/1991 regarding patents, published in the Official Gazette of Romania, Part I no. 173 of March 4, 2024), and consequently are entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'reprezentanții or autorizați'** **'Consilier în proprietate industrială'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Consilier în proprietate industrială'** (who in turn must be a member of a national chamber), have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO in trade mark and design matters.
SKIPO – Industrial Property Office of the Slovak Republic **(Slovakia)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**' advokát'**	Persons holding the title **'advokát'** are entitled to act as legal practitioners before the national industrial property office pursuant to Slovak law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Oprávnený zástupca'** **'Patentový zástupca'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title **'Patentový zástupca'** hold the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
SIPO – Slovenian Intellectual Property Office **(Slovenia)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'odvetnik'**	Persons holding the title **'Odvetnik'** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to laws of Slovenia, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Zastopnik za modele in znamke'** (Design and trademark agent)	**Entitlement is conditional upon possession of a special professional qualification**
			Persons holding the title **'Zastopnik za modele in znamke'** (design and trademark agent) have the necessary 'special professional qualification', must be registered in the Register of Agents at the Slovenian Intellectual Property Office and are therefore entitled to act as a professional representative before the EUIPO. **'Notaries'** are explicitly excluded from representing third parties before the Slovenian Intellectual Property Office.

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
OEPM – Spanish Patent and Trademark Office **(Spain)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'abogado'**	Persons holding the title **'abogado'** , a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to Spanish law, and consequently entitled to act before the EUIPO in trade mark and design matters provided that the person they represent is a resident of a Member State of the EEA. Where the person that is represented is not a resident of a Member State of the EEA they may not be represented by a legal practitioner (**'abogado'**), and must be represented by a professional representative holding the title **'Agente Oficial de la Propiedad Industrial '** * *21/10/2021 – Spanish law in this area currently under review. See the draft law (*' Anteproyecto de Ley de modificación de la Ley 17/2001, de 7 de diciembre, de Marcas, la Ley 20/2003, de 7 de julio, de Protección Jurídica del Diseño Industrial, y la Ley 24/2015, de 24 de julio, de Patentes. '*) It is possible to be an **'abogado '** and an **'Agente Oficial de la Propiedad Industrial'** at the same time.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Representante autorizado'** **'Agente Oficial de la Propiedad Industrial'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
			Any person may act in trade mark and design matters before the national industrial property office pursuant to Spanish law, provided that the person they represent is a resident of a Member State of the EU. In order for this person to be entitled to act as a professional representative before the EUIPO, the person must have at least 5 years of experience before the OEPM **(Option a)** . Where the person that is represented is not a resident of a Member State of the EU they must be represented by a person holding the title of **'Agente de la Propiedad Industrial'** In addition, persons holding the title **'Agente de la**

National/ Regional IP Office (Country)	Type of representative	National terminology	Entitlements/specific rules for representing clients in trade mark and design matters
PRV – Swedish Patent and Registration Office **(Sweden)**	**Legal practitioner** Article 120(1)(a) EUTMR / Article 116(1)(a) EUDR	**'juridisk person'** **'Advokat '**	Persons holding the title **'Advokat'** , meaning a lawyer admitted to the bar, are entitled to act as legal practitioners before the national industrial property office pursuant to Swedish law, and consequently entitled to act before the EUIPO in trade mark and design matters.
	Professional Representative (Trade Marks and Designs) Article 120(2)(c) EUTMR / Article 116(1)(b) EUDR)	**'Auktoriserat ombud'** **'Patentombud'**	Representation is open to anybody a. who has acted before the national office for at least 5 years, or b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State
			Any person may act in trade mark and design matters before the Swedish Patent and Registration Office. In order for this person to be entitled to act as a professional representative before the EUIPO, the person must have at least 5 years' experience before the Swedish Patent and Registration Office **(Option a)** . In addition, persons holding the title **'Patentombud'** are officially recognised as being professionally qualified to represent third parties before the Swedish Patent and Registration Office in trade mark and design matters , and are therefore not subject to the 5-year requirement to act as professional representatives before the EUIPO **(Option b)** .

Annex 2

The list below shows the countries where a title exists for a person who is only entitled to represent in design matters. If the country is not on the list it means that the relevant entitlement also covers trade mark matters and so this person would not be on the special designs list.

National/Regional IP Office (Country)	National terminology	Professional Representative (exclusively Designs) Article 116(4)(c) EUDR
PRH – Finnish Patent and Registration Office **(Finland)**	**'Mallioikeusasiamies'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
		Any natural or legal person can act as a representative in design matters before the national industrial property office. In order for this person to be entitled to act as a representative before EUIPO, the person must have at least 5 years' experience before the national industrial property office (**Option a**). Persons holding the title **'Mallioikeusasiamies'** are officially recognised as being professionally qualified to represent third parties before the Finnish Patent and Registration Office in design matters, and therefore are not subject to the 5-year requirement to act as professional representative before the EUIPO (**Option b**).

National/Regional IP Office (Country)	National terminology	Professional Representative (exclusively Designs) Article 116(4)(c) EUDR
Intellectual Property Office of Ireland **(Ireland)**	**'Registered Patent Agents'**	**Entitlement is conditional upon possession of a special professional qualification** Only **'Registered Patent Agents'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO in design matters.
UIBM – Italian Patent and Trademark Office **(Italy)**	**'Consulente in brevetti'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title of **'Consulente in brevetti'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO in design matters only.
LRPV – Patent Office of the Republic of Latvia **(Latvia)**	**'PatentpiInvarotais dizainparaugu lietas'**	**Entitlement is conditional upon possession of a special professional qualification** Persons holding the title of **'PatentpiInvarotais dizainparaugu lietas'** have the necessary 'special professional qualification' and are therefore entitled to act as professional representatives before the EUIPO in design matters only.

National/Regional IP Office (Country)	National terminology	Professional Representative (exclusively Designs) Article 116(4)(c) EUDR
PRV – Swedish Patent and Registration Office **(Sweden)**	**'Varumaerkesombud'**	**Representation is open to anybody** **a. who has acted before the national office for at least 5 years, or** **b. who is exempt from the 5-year requirement as they are in possession of a professional qualification officially recognised in accordance with the regulations laid down by that State**
		Any person may act in design matters before the Swedish Patent and Registration Office. For this person to be entitled to act as a professional representative before the EUIPO, the person must have at least 5 years' experience before the Swedish Patent and Registration Office (**Option a**). Persons holding the title **'Varumaerkesombud'** are officially recognised as being professionally qualified to represent third parties before the Swedish Patent and Registration Office in design matters, and therefore are not subject to the 5-year requirement to act as professional representatives before the EUIPO (**Option b**).