

# Guide for registering a design

## 1. Instructions for the form “Application to register a design”

### 1. Personal details of the applicant

- First name and surname must be written out in full.
- The company name must match the entry in the commercial register.
- If several applicants are named, a joint representative or nominated recipient must be specified under Section 2.

### 2. Personal details of the representative

- If the applicant is not domiciled or does not have a registered office in Switzerland, they must specify a representative with an address for service in Switzerland or provide an address for service in Switzerland.

### 3. Designer

- Here you must provide the first name, surname and domicile of the designer (natural person).
- The applicant is always the owner of the IP right.

### 4. Number of submitted designs

- If you want to protect several designs with a single application, they must belong to the same class (see Section 3 Classification under the Locarno Agreement).
- Designs which belong to different classes may not be grouped into a multiple application.
- The number does not correspond to the number of illustrations but to the number of designs to be registered.

### 5. Reference number for each filed design

- The reference number is your own reference number and helps to identify every individual design. It must be assigned to every design being registered.
- The reference number may be an actual number, a name or a type description.

### 6. Designation of the filed designs

- State here the products for which the design is intended, for example chair, bottle, lamp, watch face, production equipment or a fabric pattern. This information assists us in classifying your design according to the respective class of goods.
- Imaginary names, material specifications and technical notes are not allowed.

### 7. Request for deferment of publication (optional)

- If you do not want to make your design accessible to the public yet, you can defer its publication for a maximum of 30 months after the filing date or priority date.

### 8. Declaration of priority

- If you have already had your design protected in another country, this protection can be extended to other countries within six months of the date of first filing. If this is the case, you must indicate here the corresponding country, the first application date and where applicable, the application number.

### 9. Description of the design (optional)

- Here you have the option to describe the design in a maximum of 100 words.
- This description will be published.
- This description must be in a machine-readable form, on a separate page and submitted together with the application for registration.

### 10. Desired method of payment

- If you do not have a current account with us, we will issue you an invoice which is to be settled within 30 days.
- If you would like us to charge your current account, please indicate the account number.

### 11. List of enclosed files

- List here all enclosures that you are submitting with the application for registration. Read the following requirements for the illustrations carefully.

## 2. Requirements for illustrations

The following information is to help you to submit the best possible illustrations, which will help to avoid unnecessary objections so that your IP right can be registered more quickly.

### General

The background must be neutral and the object being depicted in sufficient contrast to it so that the design stands out clearly. In addition, the design must be clearly recognisable. Additional descriptions (text, measurements etc.) are not allowed.

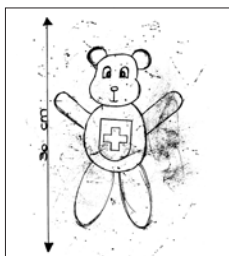
### Requirements for electronic applications

Accepted formats: PC-compatible as .tif, .eps, .psd, .jpg, pcd, .bmp or .pdf  
Media: CD-ROM, DVD or USB stick  
Colour: Black and white or colour  
Resolution: Of reproducible quality (ideally 300 dpi)

### Requirements for applications on paper

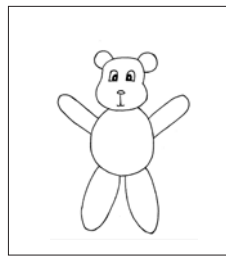
Size: Maximum A4 (210 x 297mm) / minimum A7 (74 x 105mm)  
Type: Photo or drawing of reproducible quality  
Colour: Black and white or colour

### Examples



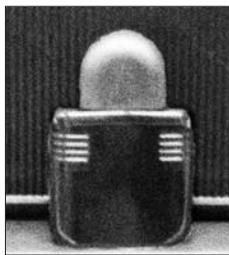
**Incorrect**

Drawing with dimensions  
Blemished copy  
Coat of arms



**✓ Correct**

Drawing without measurements  
Neat and clean copy  
No coat of arms



**Incorrect**

Lack of contrast  
Blurred contours



**✓ Correct**

Sufficient contrast  
Clear contours



**Incorrect**

Several objects  
Background not neutral



**✓ Correct**

Only one object per picture  
Neutral background

### 3. Classification under the Locarno Agreement

#### Categorisation of classes

Class 1	Foodstuffs
Class 2	Articles of clothing and haberdashery
Class 3	Travel goods, cases, parasols and personal belongings, not elsewhere specified
Class 4	Brushware
Class 5	Textile piecegoods, artificial and natural sheet material
Class 6	Furnishing
Class 7	Household goods, not elsewhere specified
Class 8	Tools and hardware
Class 9	Packages and containers for the transport or handling of goods
Class 10	Clocks and watches and other measuring instruments, checking and signalling instruments
Class 11	Articles of adornment
Class 12	Means of transport or hoisting
Class 13	Equipment for production, distribution or transformation of electricity
Class 14	Recording, communication or information retrieval equipment
Class 15	Machines, not elsewhere specified
Class 16	Photographic, cinematographic and optical apparatus
Class 17	Musical instruments
Class 18	Printing and office machinery
Class 19	Stationery and office equipment, artists' and teaching materials
Class 20	Sales and advertising equipment, signs
Class 21	Games, toys, tents and sports goods
Class 22	Arms, pyrotechnic articles, articles for hunting, fishing and pest killing
Class 23	Funds distribution equipment, sanitary, heating, ventilation and air-conditioning equipment, solid fuel
Class 24	Medical and laboratory equipment
Class 25	Building units and construction elements
Class 26	Lighting apparatus
Class 27	Tobacco and smokers' supplies
Class 28	Pharmaceutical and cosmetic products, toilet articles and apparatus
Class 29	Devices and equipment against fire hazards, for accident prevention and for rescue
Class 30	Articles for the care and handling of animals
Class 31	Machines and appliances for preparing food or drink, not elsewhere specified
Class 32	Graphic symbols and logos, surface patterns, ornamentation

### 4. Fees

<b>Basic fee for filing</b>	<b>CHF</b>
One design .....	200
Each additional design within the same application .....	100
Six or more designs in the same application.....	700
<b>Publication fee</b>	
The publication of one illustration is included in the basic fee.	
Each additional illustration beyond the first illustration.....	20
<b>Renewal</b>	
Renewal fee same as the basic fee	
Additional fee for payment made after expiry of period of protection.....	50
<b>Various fees</b>	
Further processing .....	100