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

<table>
<thead>
<tr>
<th>Incorrect</th>
<th>✓ Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing with dimensions</td>
<td>Drawing without measurements</td>
</tr>
<tr>
<td>Blemished copy</td>
<td>Neat and clean copy</td>
</tr>
<tr>
<td>Coat of arms</td>
<td>No coat of arms</td>
</tr>
<tr>
<td>Lack of contrast</td>
<td>Sufficient contrast</td>
</tr>
<tr>
<td>Blurred contours</td>
<td>Clear contours</td>
</tr>
<tr>
<td>Several objects</td>
<td>Only one object per picture</td>
</tr>
<tr>
<td>Background not neutral</td>
<td>Neutral background</td>
</tr>
</tbody>
</table>


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

Basic fee for filing
One design .................................................................................................................. 200
Each additional design within the same application ......................................................... 100
Six or more designs in the same application .................................................................. 700

Publication fee
The publication of one illustration is included in the basic fee.
Each additional illustration beyond the first illustration .................................................. 20

Renewal
Renewal fee same as the basic fee
Additional fee for payment made after expiry of period of protection .......................... 50

Various fees
Further processing ........................................................................................................... 100