Intellitax
Solutions

Trademark registration checklist

Brand filing preparation · Mark, applicant, goods and class

MARK TO BE FILED

APPLICANT NAME

GOODS / SERVICES

Use this list to organise the details needed before a trademark application is filed. Tick what you have and note what is missing. Requirements vary with the mark, applicant and goods or services — this is a general checklist, not a search opinion or a guarantee of registration.

01 The mark

- [ ] **Exact word mark**
  The name or phrase exactly as it should appear in the application.
- [ ] **Logo file**
  A clear, high-resolution file if the logo or device is being filed.
- [ ] **Colour details**
  Whether the mark is filed in colour or black and white, and the colours used.
- [ ] **Translations**
  Meaning or translation of any non-English word or script in the mark.
- [ ] **Actual use evidence**
  Packaging, signage, invoices, menus or advertising showing how the mark is used.

02 Applicant details

- [ ] **Applicant name**
  Individual, company, LLP, firm or trust name exactly as documented.
- [ ] **Entity documents**
  Incorporation certificate, partnership deed or other proof of the applicant.
- [ ] **Address**
  Current address and contact details for the applicant.
- [ ] **PAN / GSTIN**
  Where available and relevant to the applicant or business.
- [ ] **Authorisation**
  Signed power of attorney or authorisation where required.

03 Goods and services

- [ ] **Plain description**
  What the business sells or does, in ordinary language.

- [ ] **Class review**
  The class or classes that may apply, with any prior class advice.
- [ ] **Use date**
  The date of first use in India, if the mark is already in use.
- [ ] **Related marks**
  Other names, logos or variants used for the same business.
- [ ] **Foreign filings**
  Any application or registration in another country and the priority details.

04 Search and filing

- [ ] **Preliminary search**
  Results for identical and similar marks in the relevant class or classes.
- [ ] **Earlier applications**
  Any previous trademark application, examination report or objection.
- [ ] **Filing fees**
  Official fees are separate from professional search and filing support.
- [ ] **Application details**
  Confirm the mark, applicant, class and goods/services before submission.
- [ ] **Acknowledgement**
  Save the application number and filing receipt after submission.

05 After filing

- [ ] **Examination report**
  Diarise the response period if the Registry raises an objection.
- [ ] **Publication**
  Watch the journal period for third-party opposition.
- [ ] **Use evidence**
  Keep invoices and advertising that show continued use of the mark.
- [ ] **Renewal date**
  Record the registration or renewal date once the application proceeds.
- [ ] **Brand records**
  Keep the application, certificate, assignments and licences together.

Need help with a document or a notice?
Call +91 94453 21824 or email intellitaxsolutionsofficial@gmail.com. Office hours: Mon–Sat, 10:00–18:00.