


This guide is intended to provide you with a high level understanding of how to select and submit a Change of Ownership request for a standard trade mark.

**IP Right Type**  
To begin you will need to select the appropriate IP right type 'Trade Marks'.

Then select the 'Trade Mark Service Requests'.



**MY eSERVICES**  
Forms and services for all your IP needs

- Patents
- **Trade Marks (including TM Headstart)**
- Designs
- Plant Breeder's Rights
- Freedom of Information
- Resume a saved eService
- My Cart

[More services options](#)

**TRADE MARK eSERVICES**

**Trade Mark Application**

- First time lodging a Trademark Application? Try Trade Mark Assist
- Apply for an Australian Trade Mark

**TM Headstart (pre-application service)**

- TM Headstart (pre-application service) Part 1
- TM Headstart (pre-application service) Amendments
- TM Headstart (pre-application service) Part 2 Fee

This is a fast turnaround service and additional fees may apply.

**Upload Trade Mark Assist File**

- Upload Trade Mark Assist File

**International Registration Application (Madrid Protocol)**

- Application for International Registration (Madrid Protocol)
- Respond to an Ineligibility Notice

**General Trade Mark Services**

- **Trade Mark Service Requests**

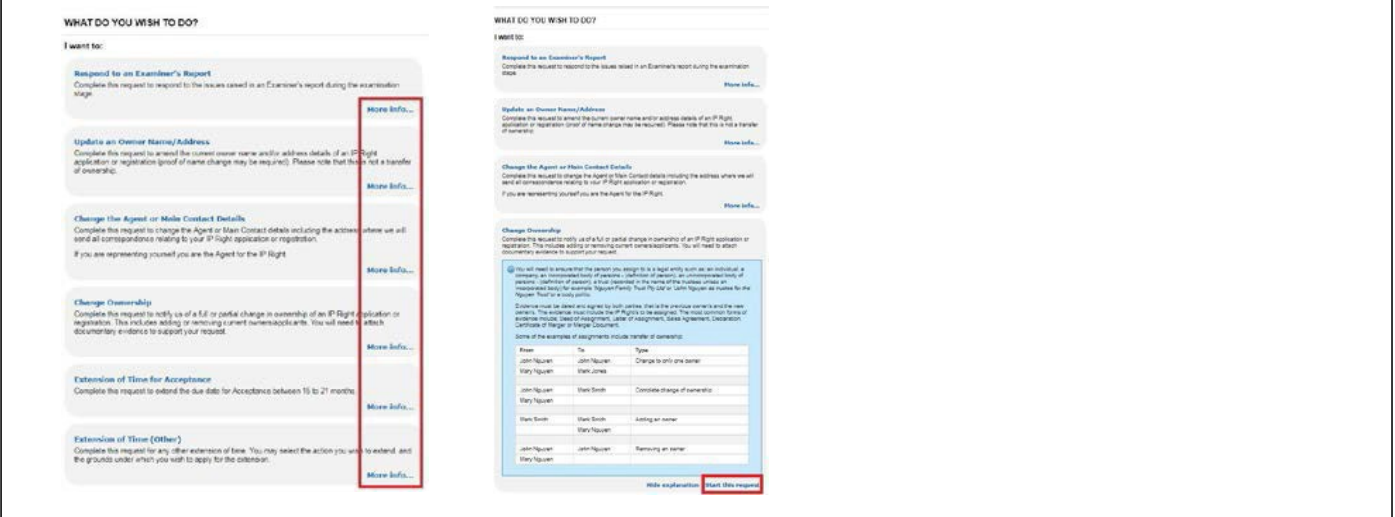
**Trade Mark Payment**

- Trade Mark registration payment
- Renewal payment

Not sure which type of application is right for you? Get the Right Trade Mark: Information on how to apply for a Trade Mark can be found on our website.

## Simple Four Step Process

The Trade Mark Service Requests are easy to use and only require completion of four simple steps prior to payment (if applicable) and submission. Select 'More Info' then 'Start this request'.



**WHAT DO YOU WISH TO DO?**

I want to:

- Respond to an Examiner's Report
- Update an Owner Name/Address
- Change the Agent or Main Contact Details
- Change Ownership
- Extension of Time for Acceptance
- Extension of Time (Other)

**WHAT DO YOU WISH TO DO?**

I want to:

- Respond to an Examiner's Report
- Update an Owner Name/Address
- Change the Agent or Main Contact Details
- Change Ownership

**Change Ownership**

Complete this request to notify us of a full or partial change in ownership of an IP Right application or registration. This includes adding or removing current owners/applicants. You will need to attach documentary evidence to support your request.

**Some of the examples of assignments include transfer of ownership:**

Name	To	Type
John Nippon	John Nippon	Change to first name letter
Mary Nippon	Mark Jones	Change to first name letter
John Nippon	Mark Smith	Complete change of name/surname
Mary Nippon	Mark Smith	Adding an owner
John Nippon	Mary Nippon	Removing an owner
Mary Nippon	John Nippon	Removing an owner

## Request Type of your Change of Ownership

You will need to select the appropriate request type. You can request a full or partial change of ownership.

Please select the type of the Change of Ownership Request

If you're transferring a portion of the goods and/or services for which the Trade Mark has been applied or registered for, please select Partial Change of Ownership.

Request Type of your Change of Ownership

Request a Full Change of Ownership

Request a Partial Change of Ownership

## Enter the IP Right Number

You will need to enter the appropriate IP right number.

Once you have entered the IP right number and clicked 'Add IP Right', an IP Right Preview will be displayed. This information will assist you in confirming the correct IP right has been entered.

You can change the IP right number by clicking "Change". There is also an option to supply multiple IP Right simultaneously by uploading a CSV file. To proceed, click 'Next'.

Please enter and add an IP Right number

IP Right number

**ADD IP RIGHT**

Optional: Upload IP Rights as CSV

Supply multiple IP Rights simultaneously using CSV list upload.

CSV file:

Choose file No file chosen

Selected IP Rights

INDEX	IP RIGHT DETAILS	ACTION
1	<p><b>Previewing IP Right: 1473188</b></p> <p>Trade Mark number :1473188</p> <p>Owner name(s) :Michael Hope</p> <p>Address for service :2213 Broke Road POKOLBIN NSW 2320 Australia</p> <p>Goods &amp; Services :Class: 32 Class: 40</p> <p>Trade Mark :Rothbury Brewery;</p>	<p>Remove</p> <p><b>NEXT</b></p>

## Owner Details

You will need to provide a list of Owners for the request by selecting from the list of existing owners of adding a new one. If you need to add a new Owner, click 'Add new owner' to provide the details of the new Owner. To proceed, click 'Next'.

Please provide the complete list of Owners for this request, either by selecting from the list of existing owners, or adding new owner details.

### Existing Owners

NAME	ADDRESS	ACTION
Michael Hope	2213 Broke Road, POKOLBIN NSW 2320 Australia	Add to new owner list

### New Owners

You have neither selected any existing owner from the list of existing owner/s above nor created any new owner for your assignment request.

**ADD NEW OWNER**

**PREVIOUS**

**NEXT**

## Agent Details

You may change the main contact details. If you need to change details the contact details selection the appropriate option to provide the updated details. If no updates are require or all relevant details have been provided for a change click 'Next' to proceed.

**AGENT DETAILS** Total Payable (AU): \$0.00

IP Right Details   Owner Details   **Agent Details**   Goods and Services Classes   Supporting Evidence   Summary

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**Request a Partial Change of Ownership**

You may change the Agent or Main Contact details with one of these options.

- Update agent with my details and address
- would like to change agent's details
- would like to change agent's address
- would like to change agent's reference number

[< PREVIOUS](#) [NEXT >](#)

## Goods and Services Classes

If you have select a partial change you must update the goods and services to reflect those you wish to assign to the new owner. Select 'Edit' to modify a classes or 'Remove Class' to remove a class. If you need to restore edits select 'Restore'. Once the required changes have been made click, 'Next' to proceed.

**Request a Partial Change of Ownership**

**Goods and Services to assign**

Please update the goods and services list below so that it reflects those you wish to assign to the new owner/s.

	GOODS AND SERVICES CLASS DESCRIPTION	ACTION
✓	32 Alcohol free beer; alcoholic beers; beer; beer wort; bitter beer; black beer; dark beer; de-alcoholised beer; extracts of hops for making beer; fruit beers; ginger beer; malt beer; malt-containing beverages (beers); malt-containing beverages (non-alcoholic, except beers); non-alcoholic beers; pilsner beer; root beer	<input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Remove Class <input checked="" type="checkbox"/> Restore
✓	40 Brewing of beer, root beer	<input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Remove Class <input checked="" type="checkbox"/> Restore

[< PREVIOUS](#) [NEXT >](#)

## Supporting Evidence

You must provide at least one piece of evidence to support your request. To provide evidence identify the appropriate category and select 'Choose file' to locate the document you want to upload. Once the document has been located you will need to select 'Attach' to upload the documents. You will also be required to indicate the date the evidence attached is dated. Once all the required evidence has been attached click 'Next' to proceed.

Declaration	<input type="button" value="Choose file"/>	business Ans...ndation.doc	<input type="button" value="ATTACH"/>	<input type="button" value="CLEAR"/>
Deed of Assignment	<input type="button" value="Choose file"/>	to file chosen		
Sales Agreement	<input type="button" value="Choose file"/>	to file chosen		
Letter of Assignment	<input type="button" value="Choose file"/>	to file chosen		
Statutory Declaration	<input type="button" value="Choose file"/>	to file chosen		
Merger Document	<input type="button" value="Choose file"/>	to file chosen		
Certificate of Merger	<input type="button" value="Choose file"/>	to file chosen		
Probate Document	<input type="button" value="Choose file"/>	to file chosen		
Death Certificate	<input type="button" value="Choose file"/>	to file chosen		
Copy of Last Will and Testament	<input type="button" value="Choose file"/>	to file chosen		
Legislative Instrument of Transmission	<input type="button" value="Choose file"/>	to file chosen		
Court Order	<input type="button" value="Choose file"/>	to file chosen		
Other	<input type="button" value="Choose file"/>	to file chosen		

## Summary

The Summary page will show you all the information that you have entered for the request.

You can print or save the summary for your own records or make changes by clicking the “Edit Details” link. The summary will also show you the file names of all the documents you have attached to your request. You will not be able to preview the attachments.

Submitter Details [Edit details](#)

Your reference

Given Name Manirul  
Family Name AzimD1  
Address 13 Awesome Place  
Awesome Town NSW 2903  
Australia  
Contact number +61028986669

Request Type

Request Type Request a Partial Change of Ownership

Selected IP Rights [Edit details](#)

IP RIGHT NUMBER	AGENT	OWNERS
1473188	Michael Hope 2213 Broke Road, POKOLBIN NSW 2320 Australia	Michael Hope 2213 Broke Road, POKOLBIN NSW 2320 Australia

Assigned new owners [Edit details](#)

NAME	ADDRESS
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Goods and Services Classes Details [Edit details](#)

Original Goods and Services Classes

CLASS NUMBER	GOODS AND SERVICES CLASS DESCRIPTION
32	Alcohol free beer; alcoholic beers; beer; beer wort; bitter beer; black beer; dark beer; de-alcoholised beer; extracts of hops for making beer; fruit beers; ginger beer; malt beer; malt-containing beverages (beers); malt-containing beverages (non-alcoholic, except beers); non-alcoholic beer; pilsner beer; root beer
40	Brewing of beer

Goods And Services to assign

CLASS NUMBER	GOODS AND SERVICES CLASS DESCRIPTION
32	Alcohol free beer; alcoholic beers; beer; beer wort; bitter beer; black beer; dark beer; de-alcoholised beer; extracts of hops for making beer; fruit beers; ginger beer; malt beer; malt-containing beverages (beers); malt-containing beverages (non-alcoholic, except beers); non-alcoholic beer; pilsner beer; root beer
40	Brewing of beer; root beer

Supporting Evidence [Edit details](#)

EVIDENCE TYPE	FILE NAME	EVIDENCE DATE
Declaration	Business Analysis Foundation.doc	17 Oct 2018

You must complete the acknowledgement before submitting this request.

I declare that the information provided is true and correct. I understand that if false or misleading information is given to the Commonwealth it is a serious offence under section 137.1 of the Schedule to the Criminal Code Act 1995 (Cth) \*

Your current transaction has not been submitted yet. Please click on the ADD TO CART button to proceed further.

[PREVIOUS](#) [ADD TO CART](#)

When you have reviewed the summary screen you will need to click acknowledge that the information you have provided is true and correct and click “Add to cart.”

Once you have paid (if applicable) and submitted your cart, you will be provided with a screen based official receipt for the cart and all transactions within the cart. You can print this receipt for your records. You will not be sent an official receipt in the mail.