

## **Submitting electronically**

**Datum: 13 March 2018**

1. The electronic filing of Benelux applications for trademarks or design as well as the filing of international applications for trademarks based on Benelux trademarks, shall be done by using the programs available on or through the website of BOIP. Besides this option, software for said purposes previously made available or approved by the Office may also be used.
2. Submitting other pieces electronically can only be done by using the web form, available on BOIP's website, specifically meant for the intended action.
3. Pieces that are uploaded as annexes to a web form shall be in .pdf format. Pieces in other file formats shall be rejected and considered not received.
4. Electronic images of trademarks or designs shall meet the following demands:
  - a. file type .jpg/jpeg;
  - b. minimum 200 dpi, maximum 300 dpi;
  - c. printing size minimum 1,5 X 1,5 cm, maximum 8 X 8 cm.Images in other file formats shall be rejected and considered not received.
5. Specifically for designs, at least one of the images shall depict the product overall. Each image may contain only one view and may not contain any text, except for short indications concerning the viewing angle of the depiction of the product.
6. BOIP's e mail policy will remain applicable for those submissions that are made without the use of the web forms, for example by e mailing directly to the e mail address of one of BOIP's staff members or general mailboxes. Those e mails are considered as phone calls and pieces attached to them are considered not received.
7. A single copy is in all cases sufficient when submitted electronically.

BOIP intends to expand the number of actions that can be performed electronically as quickly as possible.