

Concerns: Submitting electronically, further rules on the basis of rule 3.4 IR

Date: 30 March 2019

1. The electronic filing of Benelux applications for trademarks or designs as well as the filing of international applications for trademarks based on Benelux trademarks and opposition procedures against Benelux or international trademark indicating the Benelux, shall be done by using the programs available on or through the website of BOIP.
2. Submitting other pieces electronically can only be done by using the web form, the "contactform" available on BOIP's website, specifically meant for the intended action. Pieces that are uploaded as annexes to the contactform shall be in .pdf format. Per form a limit of 15 Mb is applicable.
3. The electronic files accepted by BOIP per type of right are the following:
 - a. jpg/jpeg: For displaying designs, image marks, combined word/image marks, sound marks, motion marks, position marks or holograms;
 - b. mp4: For displaying motion marks, multimedia marks or hologram marks;
 - c. mp3: For the reproduction of sound marks.
4.
 - a. jpg/jpeg files shall also comply with the following requirements:
 1. maximum 2Mb;
 2. minimum 200 dpi, maximum 300 dpi or minimum 100 X 100 pixels, maximum 3000 X 3000 pixels;
 3. printing size minimum 1,5 X 1,5 cm, maximum 8 X 8 cm;
 4. 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.
 - b. mp4 files shall also comply with the following requirements:
 1. maximum 20Mb;
 2. ISO standard: ISO/IEC 14496 14:2003 (MPEG 4 Part 14);
 3. video codecs: MP4 accepts different video codecs (MPEG 1, MPEG 2, MPEG 4, VP6, VP5, H.263, etc.), but the recommended codec to use is H.264;
 4. audio codecs: MP4 accepts different audio codecs (MP3, MP2, WMA, WMA Pro, PCM, WAV) but the recommended codec to use is AAC LC;
 5. frame rate of 24 (23.98), 25, or 30 (29.97) fps;
 6. a bit rate between 1 200 and 8 000 Kbps;
 7. media types: video/MP4, audio/MP4, application/MP4.
 - c. mp3 files shall also comply with the following requirements:
 1. maximum 2Mb;
 2. sampling rate: 8 kHz for voice only, 11.025 kHz for sound effects, 22.05 kHz or 44.1 kHz for music;

3. bit depth: 8 or 16 bits;
 4. channels: 1=Mono; 2=Stereo.
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5. [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.
 6. A single copy is in all cases sufficient when submitted electronically.