



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

Date: 10 May 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. 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.
3.
 - 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.
4. Electronic submission of other documents is preferably done by using the "message box" in a user's My BOIP account. These pieces must be in .pdf format. In a single action, A maximum of 10 files can be uploaded, each individual file not exceeding 35 Mb while the total size of the upload

cannot exceed 100Mb. In addition, the web forms made available by BOIP on its website ("Contact Form") can also be used for the actions or documents concerned. These files must be in .pdf format. Per contact an upload limit of 15 Mb is applicable.

5. Electronic submissions that do not comply with the above, such as emails sent to the email addresses of employees or general mailboxes of BOIP, are subject to BOIP's [email policy](#). These are considered to be telephone conversations and attached documents are deemed not to have been submitted.
6. A single copy is in all cases sufficient when submitted electronically.