

Registering a Trademark

A trademark registration confers on the trademark owner the exclusive right to the use of a trademark in relation to specific goods and services. Any person or entity that has a brand that it uses to distinguish its goods or services from those of other entities (for example, companies, non-profit organisations, individuals, trade unions and clubs) can apply for a trademark.

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Who can register a trademark?

Applicants registering a trademark must be either a person or a company and must provide the name, address, and nationality (if a person) or state of establishment (if a company). The applicant must sign the application. In the case of a company, an authorised officer must sign on its behalf.

An applicant based outside of Trinidad and Tobago must designate a local representative in the application form.

What documents do I need?

The applicant must complete a Trademark Application form in duplicate and file it at the Intellectual Property Office (IPO) together with the payment of the prescribed fee. The application form can be obtained by following the link at the end of this section.

In the application form, the applicant must accurately describe the relevant goods and/or services and identify the class number in accordance with the Nice Classification of Goods and Services. Seven copies of the mark must accompany the application. If the applicant designates a representative in the application, an Authorisation of Agent must be submitted.

If the application is approved, the IPO will notify the applicant or representative of the approval and send the trademark to a designated daily newspaper for publication. That newspaper will contact the applicant or representative and request payment of the publication fee.

Trademarks are published every Wednesday in a daily newspaper. Third parties may oppose the trademark application within three months of its publication. After the expiry of the three-month period, if no oppositions were received, the Certificate of Registration is issued upon payment of the Certificate Fee. If a Notice of Opposition is received, the Applicant and the Opponent must file various documents and an opposition hearing is convened for a final determination of the matter.

[Trademark Application Form](#)

How long does the registration take?

If there are no corrections to be made to the application and no opposition to the application, the mark will be registered within six months of the filing of the trademark application.

Please note that the filing of a trademark application is not a guarantee that the mark will be registered. Only marks that fulfill the legal criteria for registration under the Trade Marks Act Chap. 82:81 are registered.

Can I check availability before I apply?

Yes. Trademarks may be searched at:

Intellectual Property Office
Ministry of Legal Affairs
3rd Floor, Registration House
72-74 South Quay
Port of Spain
Trinidad, West Indies

Opening hours: 8:30 am to 4:15 pm, Monday to Friday, except public holidays

A Pre-application Search form can be obtain by following the link below.

[Pre-application Search Form](#)

Are there any fees associated with this service?

The non-refundable application fee is TT\$300 for the first class of goods/services and TT\$100 for each additional class. All fees are payable in Trinidad and Tobago Dollars. Payment may be made by certified cheque to "The Controller, Intellectual Property Office," or by cash at any District Revenue Office, with a voucher issued by the Intellectual Property Office.

The District Revenue Office nearest the Intellectual Property Office is located at ANSA Building, South Independence Square, Port of Spain, Trinidad. A list of all District Revenue Offices can be obtained by following the link below.

There is no fee for the filing of the Authorisation of Agent. The filing fee for the "Request for the Correction of Mistake(s)" is TT\$20. The Certificate Fee is TT\$150.

Where can I find more information?

Intellectual Property Office
Ministry of Legal Affairs
3rd Floor, Registration House
72-74 South Quay
Port of Spain
Trinidad, West Indies

Opening hours: 8:30 am to 4:15 pm, Monday to Friday, except public holidays

E-mail: info@ipo.gov.tt

Tel. (868) 625-9972

Fax. (868) 624-1221

For further information on the following topics, please visit the IPO website using the link provided below:

- Patents.
- Utility certificates.
- Industrial designs.
- Layout designs (integrated circuits).
- Geographical indications.

- Plant varieties.
- Copyright and related rights.

Ministry of Legal Affairs
Intellectual Property Office website