

OMPI Trademark Online Manual

(law firms)



OAPI Trademark Manual

OAPI trademarks are easily filed online through the GlobalIPCo.com online filing system.

Rights

An OAPI trademark registration prevents others from using a brand name / logo / slogan which is the same as, or confusingly similar to your trademark registration in the following OAPI member States:

Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Comoros, Congo, Equatorial Guinea, Gabon, Guinea, Guinea-Bissau, Ivory Coast, Mali, Mauritania, Niger, Senegal, and Togo.

Unlike an ARIPO trademark, where individual member States may be selected, an OAPI trademark automatically covers all member States.

Search

A free public database for OAPI trademark searches is accessible via OAPI Online (<http://siege.oapi.int:9092/wopublish-search/public/trademarks>). However, the database is not updated and our agent can request a trademark registrability search (time for results: approx. 21 working days) for:

	Agent's fee	Official fee	Total fee
First class	Euro 77	Euro 146	Euro 223
Each additional class	Euro 10	Euro 16	Euro 26

Filing an OAPI trademark through GlobalIPCo

1. Register on GlobalIPCo.com (there is no subscription / license fee. You are only charged for actions instructed);
2. Receive a discount code that reduces pricing for law firms and add this to your profile; and
3. Complete the OAPI trademark application form:

Note: OAPI trademark applications must be filed in English / French.

Mark / Logo page

- **Your reference:** This is the reference used within your business to identify the trademark application.

- **Type of mark:**

Word mark

- **Word mark:** Type the word/s of the trademark, e.g. GLOBAL IP CO.

New OAPI Trademark Application

1. MARK/LOGO | 2. PARTIES | 3. PRIORITY | 4. CLASS | 5. FORMS | 6. UPLOADS | 7. PAYMENT

MARK/LOGO

Your reference:

Type of mark: ☒ Word mark ☐ Logo/image mark

Word mark:

ENDORSEMENTS

Would you like to add any endorsements? ☒ Yes ☐ No

Recommended for use by trademark attorneys. If unsure, select 'No'. The Trademark Office will issue an examination report proposing an endorsement, where required.

Logo/image mark

- **Words appearing in the logo/image:** Type all the words and/or numbers appearing in the image. If there are no words/numbers, leave blank.
- **Foreign language:** If the word mark or logo includes non-English/French text (and/or text not in the Latin alphabet), see the endorsement section below.
- **Upload your image and resize the image to fit in the central block:**

Example:

LOGO/IMAGE

1. Upload your image [JPG / JPEG / PNG / GIF]:

Choose file

Screenshot 2025-05-02 at 14.28.41

2. Move and resize the image to fit it in the central block below:







3. Save your final logo/image or remove the image and retry:

Save logo/image

Clear and retry

Click Save logo/image and review the saved image:

Type of mark:

Word mark

Logo/image mark

Words appearing in the logo/image:

FYBATEX SMART FABRIC

LOGO/IMAGE

Your logo/image:



Remove logo/image

Save and exit

Next >

Where the trademark application is for a logo, a “description of the mark” must be added.

- **Endorsements:**

Transliteration:

If the mark includes non-Latin characters, for example “Technik school 北京”, rewrite the entire mark in Latin characters, i.e. “Technik school **Beijing**”

Endorsement that will be submitted: *The transliteration of the mark is “Technik school Beijing”.*

Note: Transliteration is a conversion of text from one alphabet (e.g. Chinese characters) to another alphabet (e.g. Latin / Roman alphabet). Translation is the conversion of a word in a foreign language (e.g. Chinese pinyin) into English/French where both words are in the same alphabet.

Translation / No meaning statement:

If the mark has non-English/French words, indicate whether the non-English/French words have meaning in English/French. If yes, provide the English/French translation of the entire mark. For example, “**Technik** school 北京” should be translated to “**Technology** school **Beijing**”.

Endorsement that will be submitted: *The translation of the mark is “Technology school Beijing”.*

Disclaimers:

Disclaim words that are commonly used in the trade associated with the class(es) in which the mark is to be filed. For example, for the mark “Irresistible **Fruit**” in class 29, consider disclaiming “**fruit**”.

Endorsement that will be submitted: *Registration of this trademark shall grant no right to the exclusive use of “fruit” separately and apart from the mark.*

ENDORSEMENTS

Would you like to add any endorsements? ☒ Yes ☐ No

Recommended for use by trademark attorneys. If unsure, select "No". The Trademark Office will issue an examination report proposing an endorsement, where required.

Transliterations

Does the mark include any non-Latin characters? ☒ Yes ☐ No

Please provide the transliteration of the entire mark (i.e., the entire mark as written in corresponding Latin characters):

Example: If the mark is "Technik school 北京", the transliteration is "Technik school Běijīng".

Translation / No Meaning statement

Does the mark contain any non-English words? ☒ Yes ☐ No

Does the mark have meaning in English? ☒ Yes ☐ No

Please provide the English translation of the entire mark:

Example: If the mark is "Technik school 北京", the translation is "Technology school Beijing".

Disclaimers

Disclaiming words that are commonly used in the trade associated with the classes in which the mark is to be filed.

Would you like to add any disclaimers? ☒ Yes ☐ No

Disclaimer 1

Add disclaimer:

Note: The OAPI TMO does not issue office actions relating to association of trademark applications.

Parties page

- **Applicant:** The applicant may be a natural person, a juristic person (e.g. a company) or a trust. Insert the applicant's physical (not postal) address. When inserting the address, use consecutive rows and do not strictly follow the prompts in the rows (e.g. the Zip code may be entered in the third address row).

Although, OAPI permits co-ownership of trademarks. Apart from charging an additional Euro 199 to claim co-ownership, the OAPI TMO also requires the applicants to submit a co-ownership agreement. Due to the complexity of co-ownership agreements, the GlobalIPCo system does not file OAPI trademarks that cite more than one applicant.

1. MARK/LOGO	2. PARTIES	3. PRIORITY	4. CLASS	5. FORMS	6. UPLOADS	7. PAYMENT
APPLICANT						
Applicant 1						
Full name:	Full name					
Physical address:	Line 1					
	Line 2 (Optional)					
	City					
	State (Optional)					
	Zip (Optional)					
Country:	Select Country					
Type:	☒ Natural Person ☐ Legal Entity					
Nationality:	Select Nationality					
Save and exit			Back Next			

Priority page

- **Priority:** Priority may be claimed from trademark applications filed no more than 6 months earlier. To request priority, a copy of the priority application may be uploaded at the time of filing. If the priority application is not in English/French, the English/French translation (with translator's notice confirming that the translation is "true and correct") should be added at the end of the priority application (as a single pdf file).

A certified copy (hard copy) of the priority document (with translation, if applicable) must be couriered to our agent for submission to the OAPI Trademarks Office (TMO) within 3 months of filing. Our agent's courier address is:

3rd Floor Ndema Mpako Bldg,
 Opposite Omnisports Stadium
 Douala-CAMEROON
 Tel: +237 675991605/696306162
 Contact person: Arielle MPECK
 Email: arielle@ampeckandpartners.com

This 3 month period cannot be extended and failure to lodge a copy with the OAPI TMO will result in the priority claim being deemed abandoned, requiring a restoration request to reinstate priority.

Notes:

- A multi-class OAPI trademark application may claim more than one priority (with different priority dates).
- If the OAPI trademark applicant is different to the priority trademark applicant, a cession of priority rights agreement must be submitted to the OAPI TMO.
- If the same mark claims priority in a few classes and does not claim priority in other classes, two OAPI trademark applications must be filed – one OAPI trademark application for the classes that claim priority and a second OAPI trademark application for the other class(es) that do not claim priority.

The screenshot shows a web form titled 'PRIORITY DETAILS' with a navigation bar at the top containing seven tabs: 1. MARK/LOGO, 2. PARTIES, 3. PRIORITY (active), 4. CLASS, 5. FORMS, 6. UPLOADS, and 7. PAYMENT. The form contains several fields and buttons:

- 'Does this application claim priority?' with 'Yes' and 'No' radio buttons.
- 'Priority claim 1' section with a 'Priority date:' field (placeholder 'yyyy-mm-dd', red 'x' icon) and a note: 'Note: South Africa allows for up to 6 months to claim priority.'
- 'Priority number:' field.
- 'Priority country:' dropdown menu with 'Select Country' text.
- 'Priority document language:' with 'English / French' and 'Other' radio buttons.
- 'Are the priority applicants the same as the OAPI applicants?' with 'Yes' and 'No' radio buttons.
- A large blue button labeled 'Add priority' with a plus icon.
- At the bottom, a 'Save and exit' button and a navigation bar with '< Back' and 'Next >' buttons.

Class page

- **Select class(es):** OAPI permits multi-class trademarks. A single OAPI trademark will be filed, covering all the classes selected.

Trademark protection is limited to the goods/services within the selected class/es. If the incorrect class is selected, the trademark may not be enforced.

OAPI uses the 12th Edition (12-2023), of the Nice Classification of Goods and Services (<https://www.wipo.int/classifications/nice/nclpub/en/fr/>).

The description of Goods / Services within a class should be edited. Select the appropriate goods / services. You may also substitute the Goods / Services with your own Goods / Services. Do not select include all the goods / services in the class, as doing so will likely result to an office action being issued.

1. MARK/LOGO	2. PARTIES	3. PRIORITY	4. CLASS	5. FORMS	6. UPLOADS	7. PAYMENT
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SELECT RELEVANT CLASSES

Class no.	Class description
Goods	
☐ Class 1	Chemicals for use in industry, science and photography, as well as in agriculture, horticulture and forestry; unprocessed artificial resins, unprocessed plastics; fire extinguishing and fire prevention compositions; tempering and soldering preparations; substances for tanning animal skins and hides; adhesives for use in industry; putties and other paste fillers; compost, manures, fertilizers; biological preparations for use in industry and science.
☐ Class 2	Paints, varnishes, lacquers; preservatives against rust and against deterioration of wood; colorants, dyes; inks for printing, marking and engraving; raw natural resins; metals in foil and powder form for use in painting, decorating, printing and art.
☐ Class 3	Non-medicated cosmetics and toiletry preparations; non-medicated dentifrices; perfumery, essential oils; bleaching preparations and other substances for laundry use; cleaning, polishing, scouring and abrasive preparations.
...	
☐ Class 43	Services for providing food and drink; temporary accommodation.
☐ Class 44	Medical services; veterinary services; hygienic and beauty care for human beings or animals; agriculture, aquaculture, horticulture and forestry services.
☐ Class 45	Legal services; security services for the physical protection of tangible property and individuals; dating services, online social networking services; funerary services; babysitting.

Save and exit < Back Next >

Forms page

- **Forms:** Download the Power of Attorney for signature. A colour scanned copy of the simply signed / stamped Power of Attorney must be uploaded to the system. The original signed Power of Attorney should also be couriered to our agent (see the courier address under the priority section).

The OAPI TMO may issue an Official Notice requiring the original Power of Attorney to be submitted, in which event the original Power of Attorney must be submitted within 3 months of the date of the notice (extendable by a further 30 days, if applied for before expiry of the 3 month period).

1. MARK/LOGO	2. PARTIES	3. PRIORITY	4. CLASS	5. FORMS	6. UPLOADS	7. PAYMENT
--------------	------------	-------------	----------	----------	------------	------------

FORMS FOR SIGNATURE

For signature by Applicant:

The applicant must please print and sign these forms to be uploaded in the next step.

Click to see examples of forms:



Download
Email

Save and exit
< Back Next >

Note: No legalization or notarisation of the Power of Attorney is required. Unfortunately, the OAPI trademark legislation still requires original signed Power of Attorney form to be lodged with the OAPI TMO.

Uploads page

- **Upload:** Upload the signed Power of Attorney; the priority document (if priority is claimed); and an English / French translation of the priority document (with translator's notice) (if the priority document is not in English / French).

1. MARK/LOGO	2. PARTIES	3. PRIORITY	4. CLASS	5. FORMS	6. UPLOADS	7. PAYMENT
--------------	------------	-------------	----------	----------	------------	------------

Electronic copy required for filing; original copy may be requested by official notice

Power of Attorney [PDF]

No file chosen

✕
🔍

NOTE: SUBMISSION OF FORMS

Despite uploading documents, the original power of attorney and the priority document(s) (if any) should be couriered to our agent and filed within 3 months. The deadline for submitting the priority document(s) is not extendable.

Save and exit
< Back Next >

Payment page

- **File / pay:** Pay by credit card to complete the filing. The costs are:

	Official fee	Total fee
Filing:	First class: EUR 549 Additional class: EUR 115	First class: EUR 730 Additional class: EUR 165
Claiming priority:	EUR 115 per priority document submitted	EU 120
Routine response to office action - Routine:	EUR 0	EUR 65
Routine response to office action – Requiring change to register (before first publication):	EUR 62	EUR 130
Routine response to office action – Requiring change to register (after first publication):	EUR 92	EUR 160
Requesting 30 day extension to respond to office action	EUR 0	EUR 65
Courier:		EUR 95 per courier parcel, provided that up to 10 OAPI trademark certificates may be included in a courier parcel

Note: The filing fee covers filing, publication and issuance of the registration certificate.

If an office action is issued, the charge for a routine response (i.e. submitting outstanding documents or adding a disclaimer) is EUR 65 (irrespective of the number of classes). Office actions should be responded to within 3 months of issuance. This deadline may be extended by 30 days if the request for extension is submitted before expiry of the 3-month deadline. The cost to request a 30-day extension is EUR 65.

An office action that requires a change on the register incurs an additional official fee (that depends on whether the change is made before or after first publication). Examples of such office actions include: translation of the mark, correcting the applicant's name.

Additional costs will be incurred if the trademark is objected to on the basis of a lack of distinctiveness / the trademark being descriptive, or if the trademark is opposed, which is quoted on a case-by-case basis.

1. MARK/LOGO

2. PARTIES

3. PRIORITY

4. CLASS

5. FORMS

6. UPLOADS

7. PAYMENT

PAYMENT SUMMARY

Filing an OAPI trademark application in 1 class

Description	Unit cost (EUR)	Amount (EUR)
Filing an OAPI trademark application in 1 class	830.00	830.00
Discount FULLDCFCN		(100)

TOTAL PAYABLE
EUR730

PAYMENT METHOD

   Credit card

TERMS AND CONDITIONS

We will file your trademark application with the OAPI Trademark Office, and send you a stamped copy of the application letter within five days (Mon-Fri).
The filing receipt and application number will be issued 1-3 months after filing.

☐

 You agree that we will file this OAPI trademark application as is, subject to our Terms & Conditions and policy documents.

☐

 You acknowledge that despite uploading documents, the original power of attorney and the priority document(s) (if any) should be couriered to our agent and filed within 3 months. The deadline for submitting the priority document(s) is not extendable.

Proceed to filing

Save and exit

< Back

Note: OAPI trademarks cannot be paid using a “user account”.

Process

The OAPI trademarks office examines trademarks to ensure that they meet the formal and substantive requirements. After publication, the trademark application lies open to opposition for 3 months.

Should registration of the trademark application be opposed, we will send you the notice of opposition and put you in touch with our filing agent. You may choose either to retain our filing agent to deal with the opposition or to engage another OAPI trademark attorney. Should you succeed in defending against the opposition, you will be able to complete the trademark registration process on the system.

Upon receipt of the registration certificate, a scanned copy will be emailed to you. Optionally, you could request courier of the certificate.

Timelines:

Filing receipt and number:	Issued within 1-3 months of filing. (The stamped application letter is returned within 5 days of filing)
Examination:	Within 1-3 months of filing.
Publication:	Typically within 1-4 months of filing. Trademarks are open to opposition for 3 months, calculated from the publication date.
Issuance of certificate:	Typically within 6-12 months of filing. A paper certificate is issued.

Renewal

An OAPI trademark is renewed on each 10th anniversary of the OAPI trademark filing date.

	Official fee	Total PayAnnuity fee (inclusive of official fee)
Renewal fee	First class: EUR 765 Each additional class: EUR 154	EUR 896 EUR 164
Late payment penalty	EUR 199 (irrespective of the number of classes)	TBA

Renewals may only be paid up to 6 months prior to the due date (and up to 6 months after the due date, subject to a late-payment penalty). Failure to pay a renewal by expiry of the 6 month grace period will require the trademark to be restored.

Where we did not file the OAPI trademark, we require a signed power of attorney, which should be couriered to our agent.

Late-payment:

Renewals may be paid during the 6 month grace period on payment of a penalty of Euro 199 (official fees only, irrespective of the number of classes).

Non-use

An OAPI trademark may be susceptible to being revoked if not used for 5 consecutive years prior to the date of bringing the cancellation action before the competent court.

How to respond to an office action

1. Click INSTRUCT RESPONSE

[Share case](#)

Summary of case

TM_NG00001048-01 | 34345435 | My Reference

Filed

Filing date:
15 May 2025
Official No.:
34345435

Examination Report

Issuance date:
15 May 2025
Instruct response deadline:
14 August 2025

Instruct Response

Expected acceptance date

15 November 2025

Opposition

Nigerian Trademark Application

Status:

Examination report issued

Client reference:

My Reference

Official No.:

34345435

Filing date:

15 May 2025

Next deadline:

14 August 2025 - Response (Examination)

Type of mark:

Word

Word mark:

My word mark

Case sensitive:

No

Applicant

Full name:

Sylvia Lakes

Physical address:

9 Kruger street
Oaklands
Johannesburg
Gauteng
South Africa

2. Click SAVE AND INSTRUCT RESPONSE to go through to payment

Examination Report Processing - TM_NG000001048-01

Examination Report

Date of issuance:

15 May 2025

Submit response deadline:

15 August 2025

Instruct response deadline:

14 August 2025

Documents:

Notice of examination

Opinion re examination

Response to examination report

Deadline to instruct response:

14 August 2025

Payment

Preparing and submitting a routine response re examination report relating to Nigerian trademark application

Description	Amount (USD)
Instructing a Nigerian trademark attorney to prepare a response to an examination report and submitting the prepared response to the Nigerian Trademark Office	70.00

TOTAL PAYABLE

USD70

☒  Credit card

☐ GLOBAL IP CO. User account

Save and instruct response

How to request courier

1. Click REQUEST COURIER

[Share case](#)

Summary of case

TM_NG00001048-01 | 34345435 | My Reference

Filed

Filing date:
15 May 2025
Official No.:
34345435

Examination Report

Issuance date:
15 May 2025
Response date:
15 May 2025

Acceptance

Acceptance date:
15 May 2025

Publication

Publication date:
15 May 2025

Opposition

No opposition recorded

Registration

Payment instructed: Yes
Date of instructing payment:
15 May 2025
Registration fee paid to TMO: Yes
Date of payment of registration fee to
TMO:
15 May 2025

Certificate

Receipt date:
15 May 2025
Deadline for requesting courier:
15 November 2025



Nigerian Trademark Application

Status:

Certificate of grant received

Client reference:

My Reference

Official No.:

34345435

Filing date:

15 May 2025

Next deadline:

15 November 2025 - Courier/Extension
(Certificate)

Acceptance date:

15 May 2025

Type of mark:

Word

Word mark:

My word mark

Case sensitive:

No

Applicant

Full name:

Sylvia Lakes

Physical address:

9 Kruger street
Oaklands
Johannesburg
Gauteng

Country:

South Africa

Type:

Natural person

Priority

No priority claimed

Class

Nr:

1

Description:

Chemicals for use in industry, science and photography, as well as in agriculture, horticulture and forestry; unprocessed artificial resins, unprocessed plastics; fire extinguishing and fire prevention compositions; tempering and soldering preparations; substances for tanning animal skins and hides; adhesives for use in industry; putties and other paste fillers; compost, manures, fertilizers; biological preparations for use in industry and science.

2. Click GROUP OTHERS WITH THIS CERTIFICATE

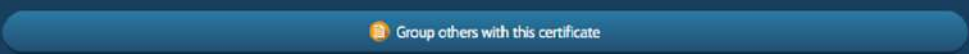
Certificate - PT_CP_ZA00001801

Certificate Details
Date of receipt: 14 September 2021
Documents: Certificate of grant 

We have received the certificate of grant for the above South African patent. A scanned copy of the certificate of grant is available for download above.

You can now instruct us to courier the original certificate of grant to you using the "Request courier" button below. If we do not receive an instruction to courier the certificate to you by the Request Courier Deadline, we will destroy the certificate (if necessary, a new certificate can be requested from the Patent Office as a separate matter and at an additional charge).

Grouped certificates
Grouped certificates: None



3. Select other case to be grouped in the courier parcel

Grouped certificates
Grouped certificates: None

Available for association/grouping:

Save

Select certificate
PT_NP_ZA00001588
PT_NP_ZA00001611
PT_NP_ZA00003469
PT_NP_ZA00003483
PT_NP_ZA00003485
PT_NP_ZA00003486

Contact Details
Full Name: Tim W. Smith

4. Add other cases until the parcel includes 10 OAPI trademark certificates (i.e. the original case plus the 9 added cases)

Grouped certificates

Grouped certificates: None

Available for association/grouping:

- PT_NP_ZA00001611
- PT_NP_ZA00003483
- PT_NP_ZA00003485

+ Add

Save Cancel

5. Click SAVE to courier all 10 certificates in a single courier parcel

Grouped certificates

Grouped certificates: None

Available for association/grouping:

- PT_NP_ZA00001611
- PT_NP_ZA00003483
- PT_NP_ZA00003485

+ Add

Save Cancel

6. Complete the Contact Details and Address sections and click REQUEST COURIER

Certificate - TM_NG00001048-01

Certificate Details

Date of receipt:

15 May 2025

Request courier deadline:

15 November 2025

Documents:

Certificate of grant

Grouped certificates

TM_NG00001048-01 / My Reference (30g)

Total weight: 30g / 500g

Group others with this certificate

Contact Details

Entity:

Sylvia Lakes

Contact person:

Sylvia Lakes

Contact number:

08344544545

Contact email:

gmail@gmail.com

Courier Address Details

Line 1:

9 Kruger street

Line 2:

Oaklands

Line 3:

Johannesburg

Line 4:

Gauteng

Additional information:

Leave with reception

Country:

South Africa

Save

Request courier

Deadline to request courier:

15 November 2025

Payment

Description	Amount (USD)
Cost:	110.00

TOTAL PAYABLE
USD110

☒ VISA Credit card

☐ GLOBAL IP CO. User account

Request courier

GLOBAL IP CO.

Tariff of fees (2025) – OAPI Trademarks

	Official fee	Total fee
File OAPI trademark (using GlobalIPCo system) - First class - Each additional class - Each priority document submitted Includes: filing, reporting office action, first and second publication, grant and receiving certificate	EUR 549 EUR 115 EUR 115	EUR 730 EUR 165 EUR 65
Routine response to office action (if any) - No change to register - Change to register before first publication - Change to register after first publication	EUR 0 EUR 62 EUR 92	EUR 60
Courier of trademark certificate (using GlobalIPCo system)		\$110, provided that up to 10 OAPI trademark certificates may be included in a courier parcel
Renewal If processed through PayAnnuity Each 10 th anniversary of the OAPI trademark filing date - First class - Each additional class	EUR 765 EUR 154	EUR 896 EUR164
Assignment; Change of: applicant's name; applicant's address;	EUR 406	TBA
Change of address for service	EUR 146	TBA

GLOBAL IP & CONSULTING FZ LLE

<https://globalipco.com/ip-online>