

**BELIZE:**

**ADMINISTRATIVE INSTRUCTIONS**

**No. 3 of 2005**

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**ADMINISTRATIVE INSTRUCTIONS** made by the Registrar of Intellectual Property in exercise of the powers conferred upon him by section 69 of the Patents Act, Chapter 253 of the Substantive Laws of Belize, Revised Edition 2000.

**PART I**

**PRELIMINARY**

Short title.

1. These Administrative Instructions may be cited as the **INDUSTRIAL DESIGNS (GENERAL PROCEDURES) ADMINISTRATIVE INSTRUCTIONS, 2005.**

**PART II**

**RE-REGISTRATION OR RESTORATION**

Re-regis-  
tration or  
restoration.

2. Where a registered industrial design has completed its fifth anniversary of registration and at least six months thereafter no application has been made to renew it, the Registrar shall allow the industrial design to be re-registered or restored on the Register, and the provisions of the Act relating to the registration of industrial designs, including the payment of the relevant fees, shall apply to such re-registration or restoration, which shall for all purposes be deemed to be a registration.

**PART III**  
**FEES AND FORMS**

Fees and  
payment  
Schedule I.

3. The fees to be paid in relation to the relevant applications are those prescribed in Schedule I.

Forms  
required.  
Schedule  
II.

4. The forms required for the relevant applications are those prescribed in Schedule II.

**MADE** by the Registrar of Intellectual Property this 7<sup>th</sup> day of March, 2005.

**(ELSON KASEKE)**  
**Registrar of Intellectual Property**

## SCHEDULE I

## FEES

On application for address for service .....	25.00
For publication of notice of application for registration.....	250.00
For publication of notice of renewal of registration .....	250.00
For cancellation of a licence-contract.....	50.00
For recording the transfer of a licence-contract.....	50.00
For recording a sub-licence-contract .....	50.00
For cancellation of a sub-licence-contract.....	50.00
For recording the transfer of a sub-licence-contract.....	50.00
On application for any other change in the Register .....	50.00
For a copy of any document .....	20.00
For any other publication.....	100.00
On application for amendment to application for registration of an industrial design.....	50.00
On submitting a withdrawal of application .....	50.00
Rebate on withdrawal of application.....	relevant registration/recordal fee (plus publication fee if application is unpublished)
For a reclassification of an application by the Registrar .....	80.00
For an alteration of a certificate of registration .....	50.00
For a replacement of a certificate of registration.....	50.00
For an electronic search of the Register .....	20.00
For requesting that the Registrar extend the time limit for doing anything .....	50.00

SCHEDULE II

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 3A

APPLICATION FOR AN ADDRESS FOR SERVICE

I/WE<sup>1</sup> .....

.....

the registered owner(s)/licensee(s) of Industrial Design No.<sup>2</sup> .....

hereby apply for an entry of the following as my/our address for service in

Belize<sup>3</sup>

.....

.....

.....

DATED this .....day of ....., 20.....

4 .....

The Registrar  
Intellectual Property Office  
BELIZE

1. Name of registered owner(s) or registered licensee(s).
2. Insert Industrial Design No.
3. State address.
4. Signature.

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 3B

APPLICATION FOR CORRECTION OF APPLICATION  
FOR REGISTRATION OF AN INDUSTRIAL DESIGN

I/We<sup>1</sup> .....

.....  
the owner of the Industrial Design Application No. .... hereby apply  
to have the following correction made to this application:<sup>2</sup> .....

.....  
Dated this ..... day of ....., 20 .....

<sup>3</sup> .....

The Registrar  
Intellectual Property Office  
BELIZE.

- 
1. Name of applicant.
  2. State correction.
  3. Signature.

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 3C

WITHDRAWAL

I/We<sup>1</sup>.....

.....  
the owner(s) of the Industrial Design Application No.....hereby  
withdraws such application.

Dated this ..... day of ..... 20.....

<sup>2</sup> .....

The Registrar  
Intellectual Property Office  
BELIZE.

1. Name of applicant.
2. Signature.

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 6A

APPLICATION TO RECORD A LICENCE-CONTRACT

I/We<sup>1</sup> .....

.....  
being the registered owner(s) of the Industrial Design(s) registered under No.(s)  
..... hereby apply to record  
the following particulars of a licence-contract, a copy of which is attached hereto:

2 .....

.....

3 .....

.....

4 .....

5 .....

Dated this ..... day of ..... 20 ....

6 .....

To the Registrar  
Intellectual Property Office  
BELIZE.

1. Name of registered owner.
2. Name and full address of the licensee and if he resides outside Belize, an address for service within Belize.
3. List product to which Licence-Contract extends and for which Industrial Design is registered.
4. Term of Licence-Contract.
5. Whether Licence-Contract exclusive or non-exclusive.
6. Signature.



INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 6B

APPLICATION TO CANCEL RECORD IN REGISTER  
OF A LICENCE-CONTRACT

I/We<sup>1</sup> .....

.....  
hereby apply for cancellation of the record in the register of the particulars of<sup>2</sup>

.....  
Evidence is hereto attached that the Licence-Contract has terminated.

Dated this ..... day of ..... 20 ....

3 .....

To the Registrar  
Intellectual Property Office  
BELIZE.

1. Name of registered owner or licensee under a Licence-Contract.
2. Name of licensee under Licence-Contract the record on the register of which is to be cancelled.
3. Signature.

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 6C

APPLICATION TO RECORD TRANSFER OF  
LICENCE-CONTRACT

I/We<sup>1</sup> .....

.....  
a registered licensee in respect of the Industrial Design registered under No.  
..... hereby apply to transfer the Licence-Contract  
to<sup>2</sup> .....

.....  
by virtue of the authority vested in me pursuant to<sup>3</sup> .....

.....  
and to have such person entered in the record in the registration in my/our stead.

Dated this ..... day of ..... 20 .....

<sup>4</sup> .....

1. Name of licensee recorded in the register.
2. Name and address of person to whom Licence-Contract transferred and if he resides outside Belize, an address for service within Belize.
3. Here identify authority.
4. Signature.

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 6D

APPLICATION TO RECORD A SUB-  
LICENCE-CONTRACT

I/We<sup>1</sup>.....

.....  
being a registered licensee(s) of the Industrial Design registered under No.(s)  
..... hereby apply to record the following particulars of a  
sub-licence-contract, a copy of which is attached hereto:

<sup>2</sup>  
.....  
.....  
.....

by virtue of the authority vested in me

<sup>3</sup>  
.....

<sup>4</sup>  
.....

<sup>5</sup>  
.....

Dated this ..... day of ..... 20 ...

<sup>6</sup>  
.....

The Registrar  
Intellectual Property Office  
BELIZE.

1. Name of registered licensee.
2. Name and full address of sub-licensee and, if he resides outside Belize, an address for service within Belize.

3. List products to which sub-licence extends, covered by the main licence.
4. Term of sub-licence.
5. Whether sub-licence exclusive or non-exclusive.
6. Signature.

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INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 6E

APPLICATION TO CANCEL RECORD IN REGISTER  
OF A SUB-LICENCE-CONTRACT

I/We<sup>1</sup> .....

.....  
hereby apply for cancellation of the record in the register of the particulars of<sup>2</sup>

.....  
Evidence is hereto attached that the Sub-Licence-Contract has terminated.

Dated this ..... day of ..... 20 ....

3 .....

To the Registrar  
Intellectual Property Office  
BELIZE.

- 
1. Name of registered licensee or sub-licensee under a Sub-Licence-Contract.
  2. Name of sub-licensee under Sub-Licence-Contract the record on the register of which is to be cancelled.
  3. Signature.

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 6F

APPLICATION TO RECORD TRANSFER OF  
SUB-LICENCE-CONTRACT

I/We<sup>1</sup> .....

.....  
a registered sub-licensee in respect of the Industrial Design registered under No.  
..... hereby apply to transfer the Sub-Licence-  
Contract to<sup>2</sup> .....  
by virtue of the authority vested in me pursuant to<sup>3</sup> .....  
and to have such person entered in the record in the registration in my/our stead.

Dated this ..... day of ..... 20 .....

<sup>4</sup> .....

To the Registrar  
Intellectual Property Office  
BELIZE.

1. Name of sub-licensee recorded in the register.
2. Name and address of person to whom Sub-Licence-Contract transferred and if he resides outside Belize, an address for service within Belize.
3. Here identify authority.
4. Signature.

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 7A

CHANGE OF ADDRESS

I/We .....  
*(name(s) and address(es))*

.....  
.....

the owner(s) of the application for registration of an industrial design or the registered design identified below wish to have recorded a change in address to

.....  
*( address(es))*

.....  
.....

The prescribed fee of \$ ..... for registering the change of address is submitted herewith

Registration No.....

Date registered .....

Date application filed.....

Title of design.....

Signed at.....

on this ..... day of ..... in the year .....

by .....

*(Signature of owner or agent)*

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INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM NO. 8A

CERTIFICATE OF RENEWAL

**THE INDUSTRIAL DESIGN** shown above has been renewed in the name of ....., under No. .... as of the ..... day of ....., in respect of ..... The industrial design shall remain valid for a period of five years until the ..... day of ....., upon which it can renewed for a further period of five years.

**SEALED** at my direction, this .....day of .....

Deputy Registrar  
Intellectual Property Office  
Belize



INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 10

APPLICATION TO RECORD CHANGE  
IN REGISTER

I/We<sup>1</sup>.....

.....  
.....  
the registered owner(s)/licensee(s) of the Industrial Design  
entitled.....<sup>2</sup>registered under No.(s) ..... hereby apply  
to record the following change in the register in respect of such  
registration(s)<sup>3</sup>.....

Dated this ..... day of ..... 20.....

<sup>4</sup> .....

The Registrar  
Intellectual Property Office  
BELIZE.

- 
1. Name of registered owner or registered licensee.
  2. Insert title of Industrial Design.
  3. State other change.
  4. Signature.

INDUSTRIAL DESIGNS ACT (CAP. 254)

FORM No. 11

SURRENDER

I/We<sup>1</sup>.....

.....  
the registered owner(s) of the Industrial Design(s) registered under No.(s).....  
hereby surrender such registration(s).

<sup>2</sup> A Licence-Contract is recorded in the register in respect of this registration  
and the licensee named therein consents to this surrender.

Dated this ..... day of ..... 20.....

<sup>3</sup> .....

The Registrar  
Intellectual Property Office  
BELIZE.

1. Name of registered owner.
2. This paragraph should be included if a Licence-Contract is recorded in the register for the Industrial Design and the licensee consents to the surrender and the Licence-Contract does not contain a waiver of such consent.
3. Signature.