



National Intellectual Property Office of Sri Lanka

EXPRESSION OF INTEREST TO PROVIDE SERVICE IN RESPECT OF THE PROJECT ON ACCESSION TO MADRID PROTOCOL Information Form

1. Background

As per the present Intellectual Property law of the country National Intellectual Property Office (NIPO), a government department functioning under the purview of the Ministry of Industry and Commerce is mandated with the tasks of registration of trademarks, industrial designs and patents, and protection of rights related to copyright. As required by the Intellectual Property Act No. 36 of 2003 and the Regulations published under the said Act, the international and local applicants should file their trademark applications in Sri Lanka or in other countries respectively through Intellectual Property Agents.

Accession by the Government of Sri Lanka to the Madrid Protocol administered by the World Intellectual Property Organization (WIPO) facilitates, securing protection for the marks internationally by filing one single application with NIPO with the required fees. Similarly International applicants could file one single application with WIPO with required fees, and seek registration in Sri Lanka (through NIPO) and other jurisdictions which are Madrid signatories. As per the Action plan drawn up by NIPO, the services of law officers and management staff are required to be appointed to work as the “Accession team” along with the National Intellectual Property Office staff to implement this project.

2. Following information will be required when presenting the credentials of the firm

- i. Profile of the company (please see annexure A1 (a,b) format)
- ii. Audited accounts for past 3 years.
- iii. Certificate of Incorporation.
- iv. List of past (up to 3 years), present clients and similar assignments. This should also indicate the experience and ability to undertake such an assignment. (Please refer annexure A2) Reference and contact details are to be provided.
- v. If the company proposes to associate with another company / companies to undertake the subject assignment, details from I-IV to be provided for all association.

INFORMATION FORMAT – Annexure

A1 – COMPANY PROFILE

- a) Please fill following information first and you may add any other information you wish in the additional information section.

	Name of the Agency	
	Year of incorporation in Sri Lanka	
	Contact person and contact details	
	No. of permanent Employees	
	Vat Registration Number	
	No. of casual/contract staff	
	Service provided	
	Other relevant information	

- b) Award received by Company

Year	Name/Type of Award	Awarded by	Remarks

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A2 – CLIENT BASE

a) Present Clients

	Name of Company	Nature of Contract	Contact Duration	Date of Start	Type of Study	Contract Amount LKR
1						
2						
3						
4						
5						

b) Past Clients

	Name of Company	Sector/country	Nature of Contract		Contract Duration	Contract amount LKR
			Start Date	End Date		
1						
2						
3						