

Trademark Registration Checklist

PROTECT YOUR BRAND NAME, LOGO & TAGLINE IN INDIA

Before you file

- Decide what to file — word mark (name only), logo, or combined mark
- Identify the right class(es) from the 45-class Nice classification
- Conduct a public search on ipindia.gov.in to check for identical / similar marks
- Get a Udyam / MSME certificate if you qualify — halves government fee

Documents required

- Trademark logo file in JPG (soft copy, ≤ 5 MB)
- Applicant details — PAN, Aadhaar, address proof
- Business incorporation certificate (for LLP / Pvt Ltd / OPC)
- Udyam / MSME certificate (optional, for concessional government fee)
- Power of Attorney (Form TM-48) — signed & scanned
- Description of goods / services covered under the mark

Step-by-step process

- File TM-A on ipindia.gov.in
- Receive TM Application Number — you can use TM symbol immediately
- Wait for Examination Report (usually 3-6 months); reply within 30 days if objections raised
- If accepted, mark is published in the Trademark Journal for 4-month opposition window
- If no opposition — Registration Certificate issued (18-24 months typically)

Fees (per class, per mark)

- Individual / startup / MSME — ₹4,500 government fee
- Others (companies, LLPs) — ₹9,000 government fee
- Professional fee — starting ₹1,499 per class with My First CA
- Renewal every 10 years — mandatory to keep protection alive

Post-registration tips

- Update signature, packaging & website to use ® symbol
- Monitor the Trademark Journal for infringing marks quarterly

- Record any assignment / licensing agreement with the registry
- Consider Madrid Protocol filing for international protection

This checklist is provided for educational purposes by My First CA. For hand-holding, book a free 20-minute consultation with a qualified CA — call +91 9667512380 or visit www.myfirstca.in.