

# Recordal of Change of Name-Address and Merger

## 5.1 Recordal of Change of Name/Address

1. A signed Power of Attorney from the Owner. No notarization or legalization is required (required at filing);
2. A notarized Declaration on Change of Name and/or Address by the Owner, or a certified copy of Official Record on Change of Name and/or Address (required at filing);
3. Original Patent for Invention/Utility Solution/Industrial Design or Certificate of Trademark Registration (required at filing).

## 5.2 Recordal of Merger

1. A signed Power of Attorney from the Incorporator. No notarization or legalization is required (required at filing);
  2. A notarized copy of Certificate of Merger (required at filing);
  3. Original Patent for Invention/Utility Solution/Industrial Design or Certificate of Trademark Registration (required at filing).
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# Renewal and Annuity

## 6.1 Trademarks

1. A signed Power of Attorney from the Owner. No notarization or legalization is required (required at filing);
2. Original Certificate of Trademark Registration (required at filing).

## 6.2 Industrial Designs

1. A signed Power of Attorney from the Owner. No notarization or legalization is required (required at filing);

2. Original Certificate of Industrial Design (required at filing).

### **6.3 Patent for Inventions/Utility Solution**

Information on the Patent, i.e. Patent number, Patent owner, priority date, annuity year.

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## **Recordal of Assignment**

### **Minimum-required Contents of an Assignment Agreement**

1. The identity of the Assignor and Assignee;
2. Details of the IP objects to be assigned;
3. Price of the assignment and mode of payment;
4. Rights and obligations of each party;
5. Conditions for amendment, termination and invalidation of the Agreement;
6. Method for settlement of disputes;
7. Date and place of signing;
8. Signatures of the authorized representatives of each party.

### **Documents Required for Recordal of an Assignment Agreement**

1. Two (2) originals or two (2) certified copies of the signed Assignment Agreement;
2. Original Patent(s) of Invention/Utility Solution/Industrial Design or original Certificate(s) of Registration of Trademark;
3. A notarized copy of Business Licence/Investment Licence if the Assignee is a Vietnamese entity;
4. A signed Power of Attorney from the Assignee or Assignor.

### **Notes**

- The Assignment Agreement must be recorded with the National Office of Intellectual Property of Vietnam (NOIP) to be legally effective and enforceable in Vietnam.
  - The request for recordal of the Assignment Agreement should be submitted within 60 days from the signing date.
  - If the Agreement is executed in English only, the Vietnamese translation of the Agreement is required. The Vietnamese translation must be certified by a Notary Public in Vietnam. Vision & Associates can provide translation service.
  - A standard form of Assignment Agreement containing minimum-required provisions will be provided upon request.
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# **Recordal of Licensing Agreement**

## **Minimum-required Contents of a License Agreement**

1. The identity of the Licensor and Licensee;
2. Details of the objects to be licensed (information on granted trademark registration or patent);
3. Scope of license, including:
  - Type of license (exclusive or non-exclusive);
  - Object(s) of license;
  - Territory of license (Vietnamese territory or part thereof);
  - Term of license (within the balance of the term of validity of the corresponding Patent for Invention/Utility Solution/Industrial Design or Certificate of Trademark Registration).

*(In case of a sub-license, the scope of the sub-license must fall within the scope of the corresponding exclusive license).*

4. Price of license and mode of payment;
5. Rights and obligations of each party;
6. Conditions for amendment, termination and invalidation of the Agreement;
7. Method for settlement of disputes;
8. Date and place of signing;
9. Signatures of the authorized representatives of each party.

### **Documents**

1. Two (2) originals or two (2) certified copies of the signed License Agreement;
2. Copy of Patent for Invention/Utility Solution/Industrial Design or Certificate of Trademark Registration of the licensed object(s);
3. A notarized copy of Business Licence/Investment Licence if the Licensee is a Vietnamese entity;
4. A signed Power of Attorney from the Licensor or Licensee.

### **Notes**

- The License Agreement must be recorded with the National Office of Intellectual Property of Vietnam (NOIP) to be legally effective and enforceable in Vietnam.
- The request for recordal of the License Agreement should be submitted within 60 days from the signing date.
- If the Agreement is executed in English only, the Vietnamese translation of the Agreement is required. The Vietnamese translation must be certified by a Notary Public in Vietnam. Vision & Associates can provide translation service.
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Vietnamese translation must be certified by a Notary Public in Vietnam. Vision & Associates can provide translation service.

- The License Agreement or Power of Attorney are not required to be notarized or legalized.