



COVID-19 NOTICE

Dear Valued Customers,

Please be advised that as of Wednesday, March 18, 2020, most of JIPO's services will be delivered remotely, by telephone and email.

Therefore, as of Wednesday, March 18, 2020, we will have an email system to receive soft copies of applications for trade marks, designs, patents and copyright. In that way we will be able to electronically keep track of filing dates and times.

Please email all applications to info@jipo.gov.jm.

The subject of the email should clearly state the type and name of the application and the email should attach all relevant documents with regard to the application. The cheque or other proof of deposit into JIPO bank account should also be scanned and attached to the email. For further details of the remote payment process, please see the information below this Notice.

For general enquiries or assistance, you may also contact us at: 876-426-7530; 876-355-4146 (Digicel); 876-853-2794 or 876-782-5852.

We apologize for any inconvenience.

March 17, 2020

Dear Applicant,

You may pay monies due to JIPO into the JIPO A/C at NCB, either by cash (Jamaican currency) or by online transfer.

Please see bank details for JIPO below:

Jamaica Intellectual Property Office
Bank Account number: 351041242
Account type: Checking
Swift code: JNCBJMKY
National Commercial Bank
Knutsford Boulevard Branch, Knutsford Boulevard, Kingston 5, Jamaica
TRN: 000173088-0003

Please take careful note of the following mandatory requirements:

- When making the payment you should use a reference such as the **Applicant's name and/or the Trade Mark Application No. and/or the name of the Trade Mark or Copyright Work, Design or Patent** that you are paying for. For deposits at the bank, please ask the teller to ensure that this information is recorded for our verification.
- After you have completed the transfer or payment, you **must** send us by email a **copy** of the transaction record, reference number and date of the transaction
- You must also inform us (via email) that you have completed the transaction
- For transactions involving an application (Form) you must submit the application on the same day as the payment or within 3-5 working days within the same calendar month.
- You should also send us a copy of the transaction record with the application

Upon completion of the aforementioned procedures, we will verify the transaction, issue a receipt, and update the relevant file(s) and our records accordingly.

Please be advised that the official filing or reception date will be the date upon which the relevant fees and the duly completed application have been received by our office.

Updated March 2020