

ClearingHouse for Intellectual Property

Manual & Information Memorandum

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CLEARING HOUSE FOR
INTELLECTUAL PROPERTY

Disclaimer

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The information contained in this Manual & Information Memorandum is in any case subject to the respective launch processes and related policies, which supersede any statement or process description contained herein.

This document may be updated on a regular basis, when more functions and functionalities become available.

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1. Introduction

The ClearingHouse for Intellectual Property intends to support trademark owners and their registrars in the context of a continuously growing number of rights protection mechanisms put in place by top-level domain registries and second-level domain operators.

There are many benefits for trademark owners and their registrars when using CHIP. Some of the most important ones are:

1. **Cost:** in order to facilitate the various processes, which will be explained in more detail below, a trademark record that has been validated and is maintained within CHIP can be used for all three of the above processes, without any additional charge being imposed by CHIP upon the registrar or trademark owner. So, in fact, the trademark owner or his registrar only pays once, and the validated record can be used multiple times;
2. **Up-front assurance:** Brand owners and their registrars can obtain up-front information and certainty on whether or not their trademarks meet the requirements laid down in the rights protection policies that are designed by the respective domain name registries that are using CHIP;
3. **Reducing the administrative burden:** during past rights protection processes, many claims made by brand owners were rejected due to the fact that the information submitted to the respective domain name registry was incorrect. With CHIP, it will be virtually impossible to submit erroneous data to the respective domain name registry.

With CHIP, a system and a process has been put in place that will make it easier for CHIP accredited domain name registrars and trademark owners to safeguard their trademark rights.

2. Projects supported by CHIP

2.1. Current Projects

Currently, IP claims validated through CHIP can be used for the following projects:

Initiative	Description	Launch details
.SO	Country-code Top-Level Domain for Somalia	<p>The .SO Registry will relaunch this extension in the fall of 2011.</p> <p>The Sunrise Process for .SO will start on November 1st, 2010 and will end on November 30, 2010.</p> <p>More information can be found on the web site of the registry: http://www.soregistry.so.</p>
.CO.NO	Private initiative	<p>The .CO.NO Sunrise process will start on November 1st, 2010, and will end on January 31st, 2011. The Go Live will start on February 22nd 2011 at 2:00 pm GMT.</p> <p>More information can be found on the web site of the registry: http://domain.co.no.</p>
.GR.COM	Private initiative	<p>The date of the sunrise for gr.com will start on November 1st, and will end on December 15 of 2010.</p> <p>More information can be found on the web site of the registry: http://www.domain.gr.com.</p>

In the context of the .SO Sunrise Process, trademark owners and their registrars are obliged to use CHIP in order to be able to apply for and register domain names in .SO. For the other processes (.GR.COM and .CO.NO), CHIP is an optional service that can be used by registrars that are accredited by the respective operators.

2.2. Summary of Policies

The launch / rights protection policies for the above projects can be summarized as follows:

1. The rights protection processes are open for holders of registered trademarks only, which must be of national effect;
2. Only registered owners, licensees or assignees of such trademarks are eligible to submit domain name applications to the registry / operators. Each applicant is obliged to indicate its capacity in the respective application.

3. The trademarks must have obtained a registered status on January 1st, 2010, and must not have expired at the time of validation;
4. The domain name applied for must be identical to all text or word elements contained in the eligible trademark. Technical exceptions apply.
5. Figurative trademarks are allowed under certain conditions, including variants to trademarks (e.g. trademark + descriptive word included in the class for which the trademark has been registered; domain names previously recovered by trademark owners in the context of judicial or alternative dispute resolution proceedings).

Please refer to the policies published by the respective registries / operators for more information. The above summary is for information purposes only, and has no legal or binding effect.

3. Roles & Responsibilities

3.1. General

CHIP is a tool that facilitates the management of so-called rights protection mechanisms put in place by domain name registries in order to assist brand owners in protecting their intellectual property rights.

CHIP has been developed and is operated by seasoned legal, technical and operation experts in the domain name industry. CHIP has been designed on the basis of our unique expertise in managing rights protection mechanisms for domain name registries.

Considering the fact that many new top-level domains are to be expected in the near future, brand owners are requesting (cost-)efficient solutions in order to mitigate the risk of trademark infringement in the domain name system.

In order to understand how CHIP works, we will first explain the roles of the different actors in the context of rights protection mechanisms in the domain name space. Since the launch of the .eu top-level domain in 2005, five types of actors are involved in rights protection mechanisms:

- brand owners;
- registrars;
- the registry;
- the validation agent;
- dispute resolution providers; and
- the public at large.

Although each and every actor has different roles and responsibilities, CHIP aims to centralize the complexity that is caused by rights protection mechanisms that are put in place by domain name registries and policy-making bodies with the validation agent. During past rights protection processes, many brand owners experienced difficulties due to the fact that the information submitted through their registrar, via the registry, to the validation agent, contained erroneous information. This often resulted in their trademark claims being rejected, notwithstanding the fact that they were indeed the genuine owners of the corresponding brands.

CHIP aims to give a cost-efficient answer to these issues.

With CHIP, the respective roles and responsibilities of the various actors are as follows:

3.2. Brand Owners and their Agents

Each and every brand owner shall be entitled to submit their trademark information directly to CHIP. They can submit this information themselves, or appoint a third party (law firm, trademark agency, domain name registrar) to do so.

Three types of interfaces are available:

- a web interface; and
- a bulk upload facility, where brand owners or their agents who are holding or managing various trademarks can submit this information in bulk, using a pre-defined template (in XLS format); and
- an XML interface.

3.3. Domain Name Registrars

Although domain name registrars are also entitled to submit trademark-related information to CHIP (see above), the main role of a Domain Name Registrars is to submit IP claims made by their customers to the Registry.

In order for a Registrar to obtain access to the IP Clearinghouse, the Registrar needs to contact us by email: registrar@ipclearinghouse.org, following which you will receive CHIP's terms and conditions, which need to be returned, duly signed by the Registrar.

Following receipt of the signed terms and conditions, we will send login and password details to the Registrar. By way of this login and password, the Registrar can submit domain name application data for pre-verification to CHIP in one of three ways:

- by using a web interface (for manual processing of application data), which shall be located at www.ipclearinghouse.org; or
- by completing a template, made available by CHIP, in XLS format, duly completed with domain name application data in the template's structure, which needs to be uploaded to CHIP by using an upload facility that is made available through the web interface; or
- by connecting to CHIP's XML / EPP interface.

The Registrar that obtains a login and a password will become a user of CHIP for the purposes of submitting domain name application data to CHIP, and validated IP-related data to the Registries that are using CHIP in the context of their rights protection mechanisms.

3.4. Registry

The Registry is the company or organization who organizes a particular Rights Protection Mechanism and is ultimately responsible for the Rights Protection Policy that applies in the context thereof.

Registries that are using CHIP in order to manage their rights protection processes have, in principle, designed policies that are compliant with CHIP's features. We can of course assist future registries in designing policies that will make the lives of all parties implied in the envisage rights protection process easier ...

3.5. Validation Agent

The validation agent is the organization appointed by a Registry or by CHIP in order to verify whether IP-related data contained in CHIP are still accurate and up-to-date, as prescribed by CHIP's terms and conditions, and the rights protection policy designed by the respective Registry.

3.6. Domain Name Dispute Resolution Provider

A domain name dispute resolution provider is an organization that accepts complaints from intellectual property holders with respect to the registration and/or use of domain names by third parties that are infringing such IP holder's rights.

CHIP aims to facilitate the activities of these organizations as well, by providing up to date and validated intellectual property information related to domain names.

3.7. Public at Large

All Internet users will be able to consult the contents of CHIP. Access to relevant pre-validated information and related domain name information stored in the IP Clearinghouse will be made available through a so-called "WHOHAS" web interface.

The information that is made available by the WHOHAS interface consists of the following:

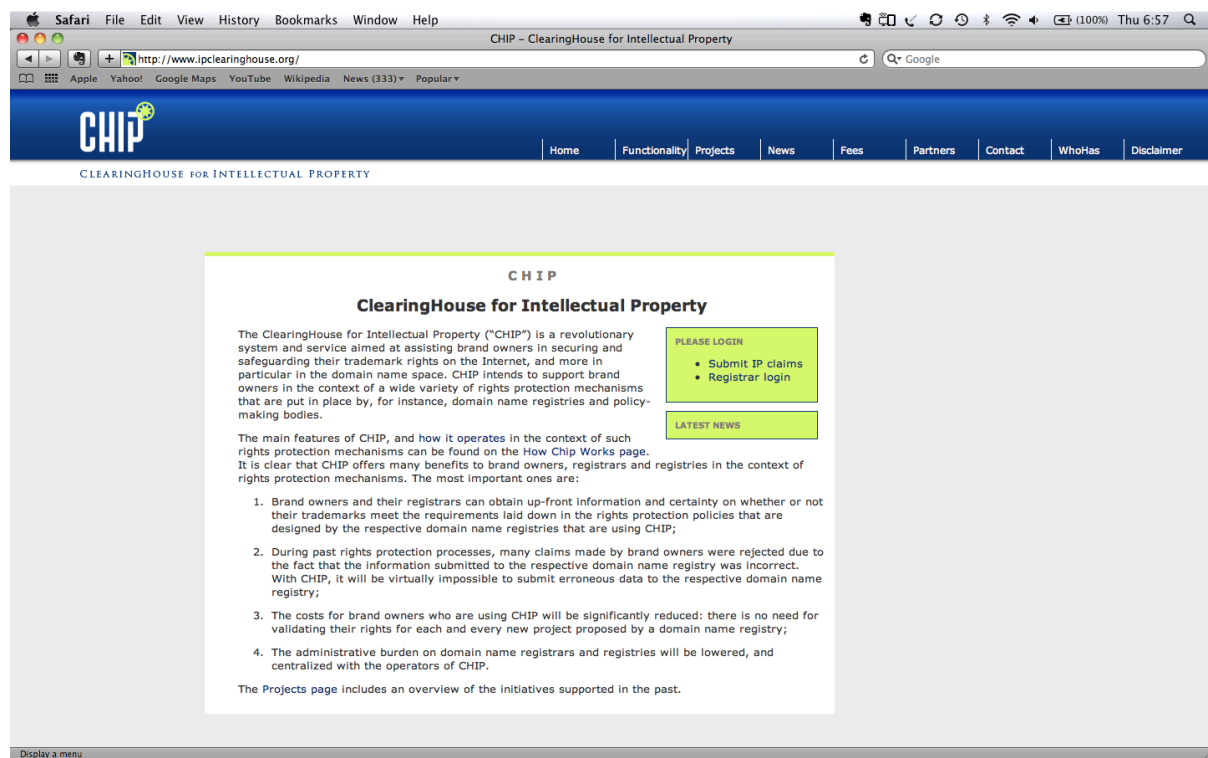
- details with respect to the IP claim (e.g. trademark, type of trademark; country of registration; trademark registration number; etc.);
- name and address information of the holder of the validated trademark, including any similar information of authorized users (cf. WHOIS records);
- domain names pre-verified in the name of the holder of the verified trademarks, and their authorized licensees.

The WHOHAS interface is made available at www.ipclearinghouse.org.

4. Accessing CHIP

4.1. General

The main CHIP website is available at www.ipclearinghouse.org.



IP Claims can be submitted by Registrars who have entered into a CHIP Accreditation Agreement and have been provided login information (see § 4.2 below). IP Claims can then be submitted on the **Submit IP claims** link.

Once an IP Claim has been validated through CHIP, Registrars that have been accredited by a registry or operator who has appointed CHIP as the manager of its rights protection processes can obtain the necessary instructions and information via the **Registrar login** (separate login and password required).

Links to both login pages are available on the Homepage.

A brief explanation on how CHIP works can be found under the **Functionality** tab. We are constantly improving and increasing these functionalities; improved or added functionalities will be announced on the **News** page, with links on the home page.

Projects currently supported by and the credentials of the operators and partners of CHIP are described on the **Projects** page.

The fees and fee structures of CHIP are available on the **Fees** page. Please note that fees may change over time.

You can contact CHIP via one of the addresses on the **Contacts** page.

The **WHOHAS** functionality provides a view on all IP Claims that have been validated by independent validators via CHIP.

The Disclaimer contains the applicable terms and conditions for using the CHIP website and tools. These may change on a regular basis.

4.2. CHIP Accreditation

In order to obtain access to CHIP, domain name registrars need to contact CHIP by email: **registrar@ipclearinghouse.org**. They will then receive CHIP's terms and conditions, which need to be returned, duly signed by the registrar.

Following receipt of the signed terms and conditions, CHIP will send login and password details to the domain name registrar concerned. With this login and password, the domain name registrar can access CHIP and submit domain name application data for pre-validation in one of three ways:

1. by using a web interface (for manual processing of application data), which shall be located at www.ipclearinghouse.org; or
2. by completing a template, made available by CHIP, in XLS format, duly completed with domain name application data in the template's structure, which needs to be reported to CHIP by using an upload facility that is made available through CHIP's web interface; or
3. by using an XML interface (the XSD schemes for integrating the Registrar's systems with CHIP will be made available upon request).

The Registrar that obtains a login and a password will become a CHIP Accredited Registrar (hereinafter: "Registrar") for the purposes of submitting domain name application records to CHIP.

4.3. CHIP's WHOHAS Interface

All Internet users will be able to consult the IP Claims that have been validated through CHIP. Access to relevant pre-validated information stored in CHIP will be made available through a so-called "WHOHAS" web interface.

The information that is made available by the WHOHAS interface consists of the following:

- details with respect to the IP Claim (e.g. trademark; country of registration; trademark registration number; etc.);
- name and contact information of the reported holder of the validated trademark, including the contact information of authorized users;
- domain names pre-validated in the name of the reported holder of the validated trademarks, and their authorized users.

The WHOHAS interface is made available at www.ipclearinghouse.org.

5. Submitting IP Claims to CHIP

5.1. General

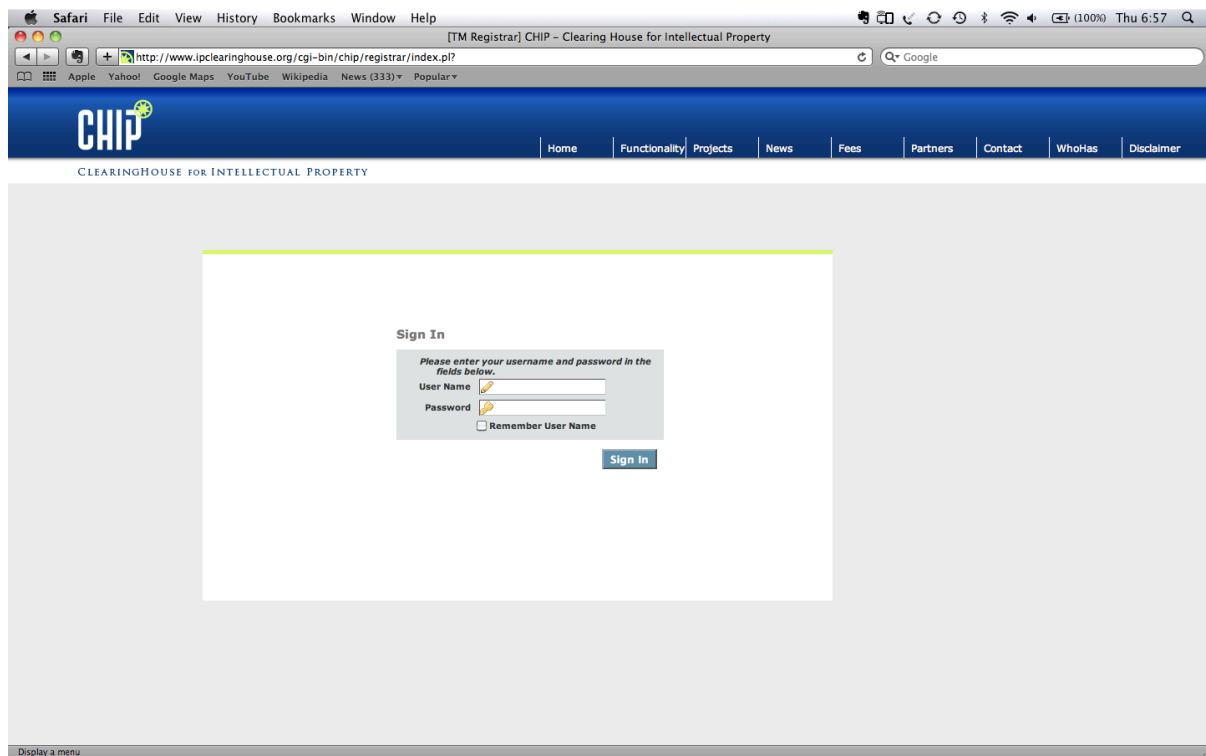
Registrars who are using CHIP need to report the following domain name application data to CHIP:

- information relating to the respective future domain name applicant (in principle, this is the official holder of the trademark reported to CHIP);
- information relating to the trademark (mandatory fields include: country in which the trademark is registered and trademark registration number);
- the domain name the applicant intends to apply for during one or more of the Sunrise or launch processes referred to in Chapter (to be completed) above; and
- the respective domain name registrar selected for submitting the application to one or more domain name registries or operators mentioned in Chapter (to be completed) above.

Domain name application data should be as accurate as possible, in order to facilitate the timely verification of such data.

5.2. Login

CHIP Accredited Registrars will be required to log in to CHIP with their respective login and password information via the following link: <http://www.ipclearinghouse.org/cgi-bin/chip/registrar/index.pl>.



5.3. Status Overview

When logged in, the user will see an overview of all complete domain name application records that have been reported to CHIP. For the purposes of CHIP a “domain name application record” is a record wherein all relevant information submitted for pre-validation has been included. It consists of trademark owner data (TM Owner), trademark data (Trademarks) and domain name data (Domain Names).

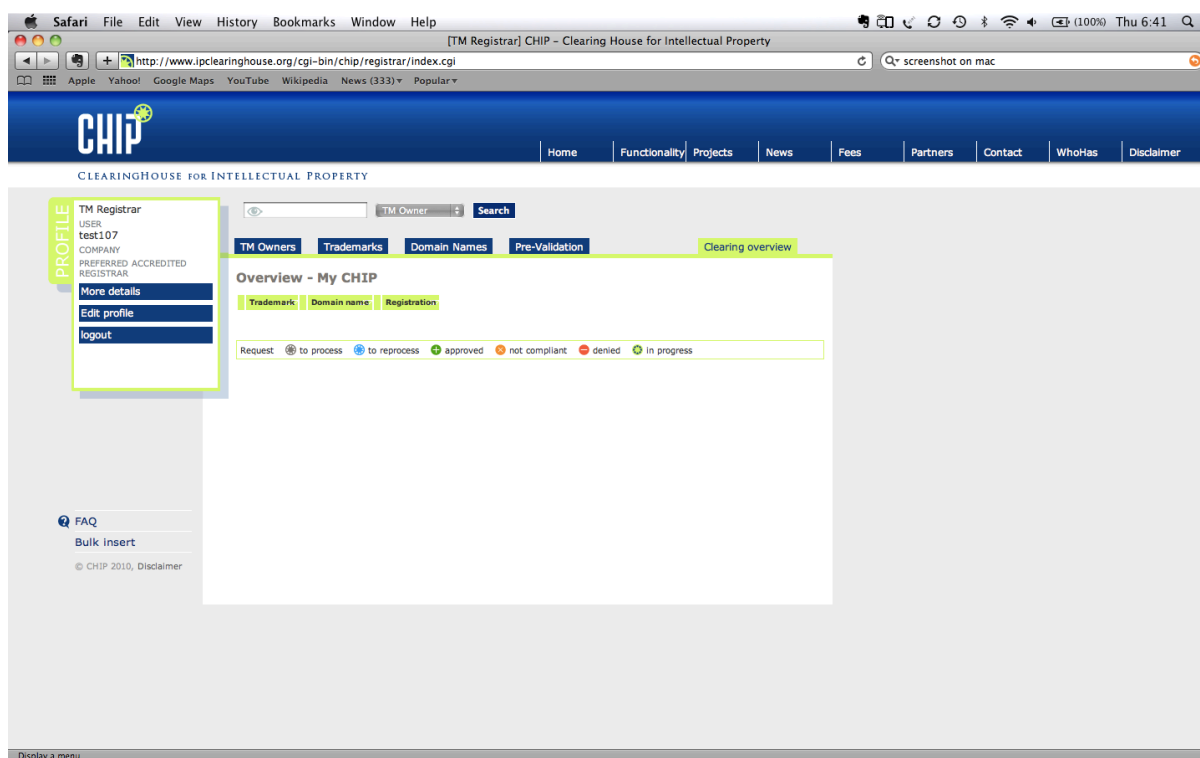
In the overview screen, as well as in the specific screens where the Registrar can submit information related to the Trademark Owner, the Trademarks and the Domain Names (these are the tabs that are visible on the web interface), the user will be able to track status updates on each of the various components of its domain name application records.

This status is displayed by the following icons:

Icon	Title	Description
grey	Request to process	The Registrar has submitted a domain name application record, in whole or in part, hereby submitting a request to the validation agent to pre-validate the data. Please note that the validation agent appointed by CHIP will only be able to process a domain name application record insofar and to the extent all mandatory information for the full record has been provided;
blue	Request to reprocess	Following the request of the validation agent to provide for further clarifications, the Registrar has submitted additional, eligible and correct information to the validation agent appointed by CHIP, with the request to reconsider its

initial assessment on the basis of this additional or corrected data;

green	Request approved	The validation agent has confirmed that, on the basis of the information provided by the Registrar, the domain name application record is eligible a particular rights protection process supported by CHIP;
orange	Request not compliant	The validation agent was unable to validate the domain name application record, in whole or in part, on the basis of the information provided to the Registrar in its original "request to process". The Registrar has the opportunity to submit accurate, up-to-date data within the timeframes set by CHIP;
red	Request denied	The validation agent was unable to reprocess the domain name application data following a resubmission of the domain name application record. Reasons for such status can be: (i) the trademark was not eligible for the respective launch process supported by CHIP; (ii) no link could be established between the domain name applicant and the trademark owner; (iii) the validation agent could not retrieve the trademark referred to in the domain name application record; etc.

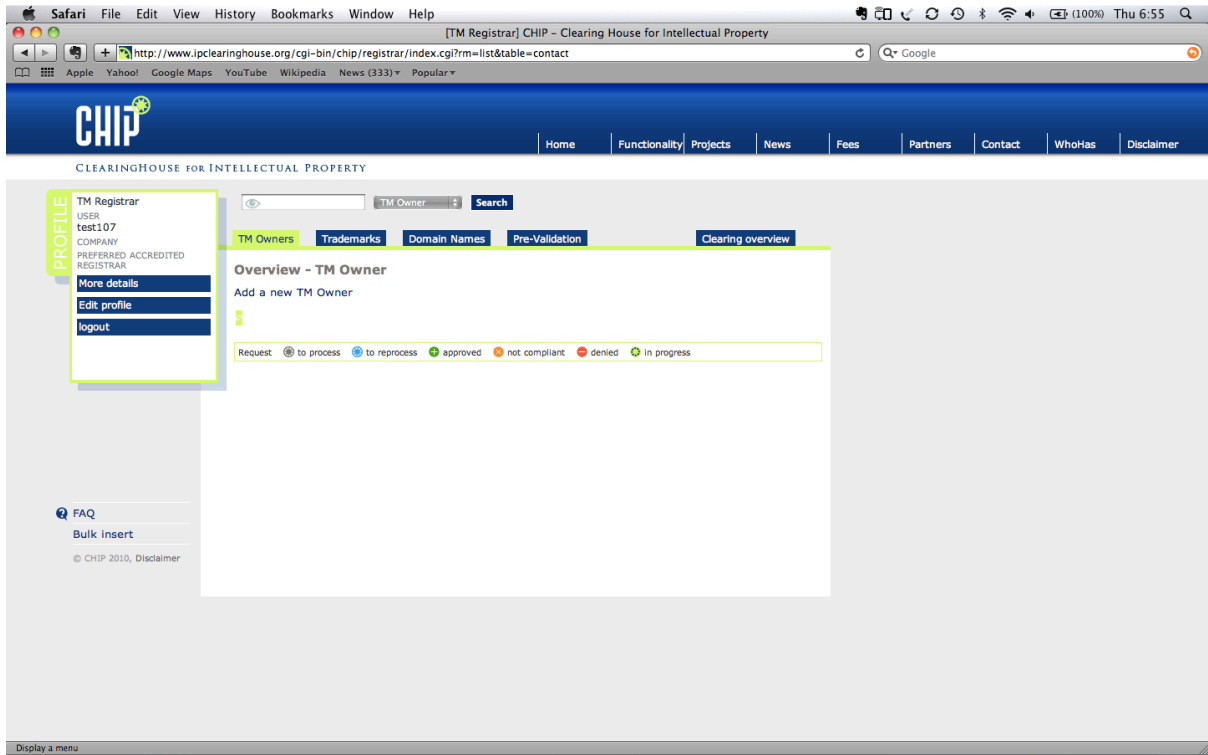


5.4. The TM Owner Record

In the first tab of the Overview Screen (TM Owners), the Registrar can submit, edit and verify contact information relating to:

- (i) the *trademark owner* reported with the trademark office;

- (ii) its *licensee*; and
- (iii) its *assignee* (i.e. the party to whom a trademark has been transferred, but where such change of ownership has not yet been reported with the trademark office).



In order to do so, the Registrar must activate the TM Owner tab by clicking on the tab, and selecting “Add a new TM Owner”. At the same time, the Registrar will see an overview of all TM Owner Records previously submitted, as well as their processing status.

The screenshot shows the CHIP website interface. The main content area is titled 'Create TM Owner' and contains a form with the following fields: Name* (mandatory), Organization, Street* (mandatory), Postal code* (mandatory), City* (mandatory), State/Province, Country* (dropdown menu showing 'Afghanistan'), Phone, Fax, and Email* (mandatory). A 'Create' button is located below the form. To the left of the form is a sidebar for the 'TM Registrar' user, showing 'USER: test107', 'COMPANY', 'PREFERRED ACCREDITED REGISTRAR', and links for 'More details', 'Edit profile', and 'logout'. The top of the page features a navigation bar with links: Home, Functionality, Projects, News, Fees, Partners, Contact, WhoHas, and Disclaimer. The browser's address bar shows the URL: http://www.ipclearinghouse.org/cgi-bin/chip/registrar/index.cgi?rm=create&table=contact&id=0.

The Registrar needs to complete the following fields in order to submit an IP Claim to CHIP:

Field	Mandatory	Description
Name	yes	This field must contain the name of the physical person submitting the domain name application (or the name of the physical person on whose behalf the application is submitted, if - for instance - the owner of the trademark is a company, an organization, a partnership, etc.);
Organization	no	This field must contain the name of the entity submitting the domain name application when this party is not a physical person;
Street	yes	This field must contain the address information of the applicant;
Street	no	This field must contain the address information of the applicant;
Postal code	yes	This field must contain the postal code of the applicant;
City	yes	This field must contain the city of the applicant;
State/Province	no	This field must contain the state/province of the applicant;
Country	no	This field must contain the country of the applicant, using the ISO 3166 list;

Phone	no	This field must contain the phone number where the physical person referred to above can be contacted;
Fax	no	This field must contain the fax number where the physical person referred to above can be contacted;
Email	yes	This field must contain the email address where the physical person referred to above can be reached. Any communications from the validation agents' side will be done to this email address.

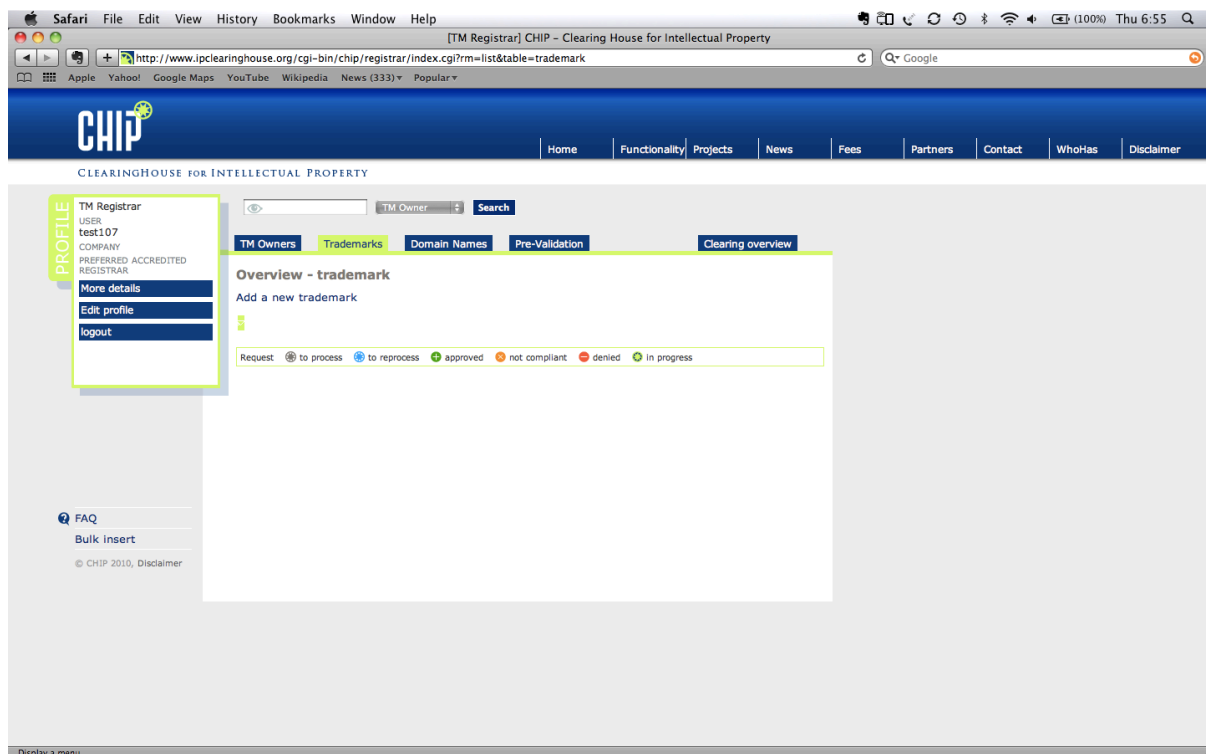
Of course, a particular domain name applicant can have multiple trademarks (for different signs), or one of his trademarks can result in multiple domain names (for instance, the trademark ABC CONSULTING can, according to the respective rights protection policies of the registries and operators who have appointed CHIP, result in **abconsulting.XYZ** and **abc-consulting.XYZ**). In this case, the Registrar should submit the TM Owner Record only once.

As can be seen in the Trademark Record, the Registrar can appoint a TM Owner Record that was previously created, and link this TM Owner Record to multiple trademarks.

We kept the EPP contact fields, in order to facilitate the integration and export functionalities on the Registrar's side.

5.5. The Trademark Record

Via the second tab, the Registrar can submit, edit and verify contact information relating to the trademark invoked by its customers.



In order to add a new Trademark Record, the user must click the “Trademarks” tab, and click “Add a new trademark”. In the meantime, all Trademark Records previously submitted are displayed, as well as their respective statuses.

When adding a new Trademark Record, the Registrar can / must provide the following information:

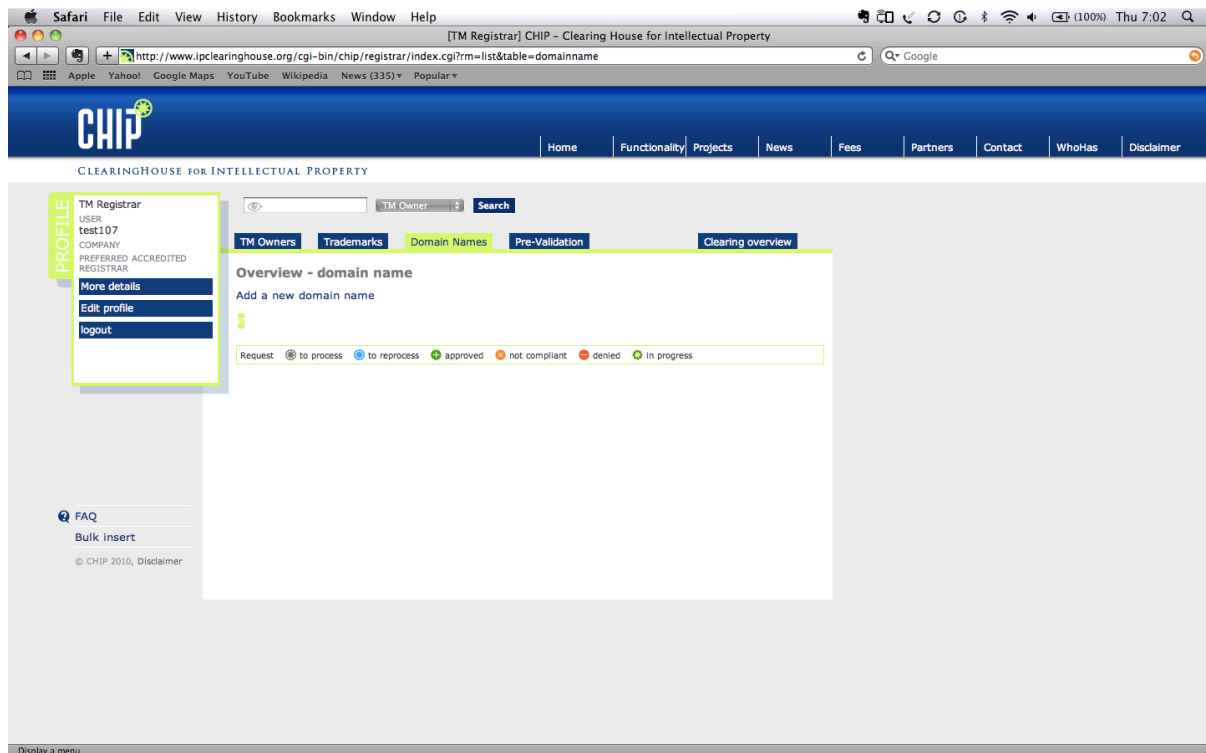
Field	Mandatory	Description
TM Owner	yes	The Registrar must select a previously created TM Owner Record from the drop-down menu. By default, the last TM Owner Record that has been created will be selected;
Prior right name	yes	This field must contain the description of the trademark given by the trademark office;
IP Right type	no	The Registrar can make an (optional) selection between: <ul style="list-style-type: none"> (i) Registered Trademark (Word); (ii) Registered Trademark (Design); (iii) Registered Trademark (Combined Mark).
IP Right country	yes	This field must contain the country or region for which the trademark has been registered, cf. the WIPO ST.3 Standard;
Nice class	no	The number of the classes of products and services for which the trademark has been registered;

Nice class name	no	The headings of the classes of products and services for which the trademark has been registered;
TM Registration number	yes	This field must contain the registration number awarded to the registered trademark by the trademark office referred to above or, if there would be no registration number, the application or serial number of such trademark;
TM application date	no	The date on which the application for the registration of the trademark has been received by the trademark office;
TM registration date	no	The date on which the trademark office took the decision to register the trademark (and not the data as of which such registration took effect);
TM expiration date	no	The date on which the current trademark registration will expire.

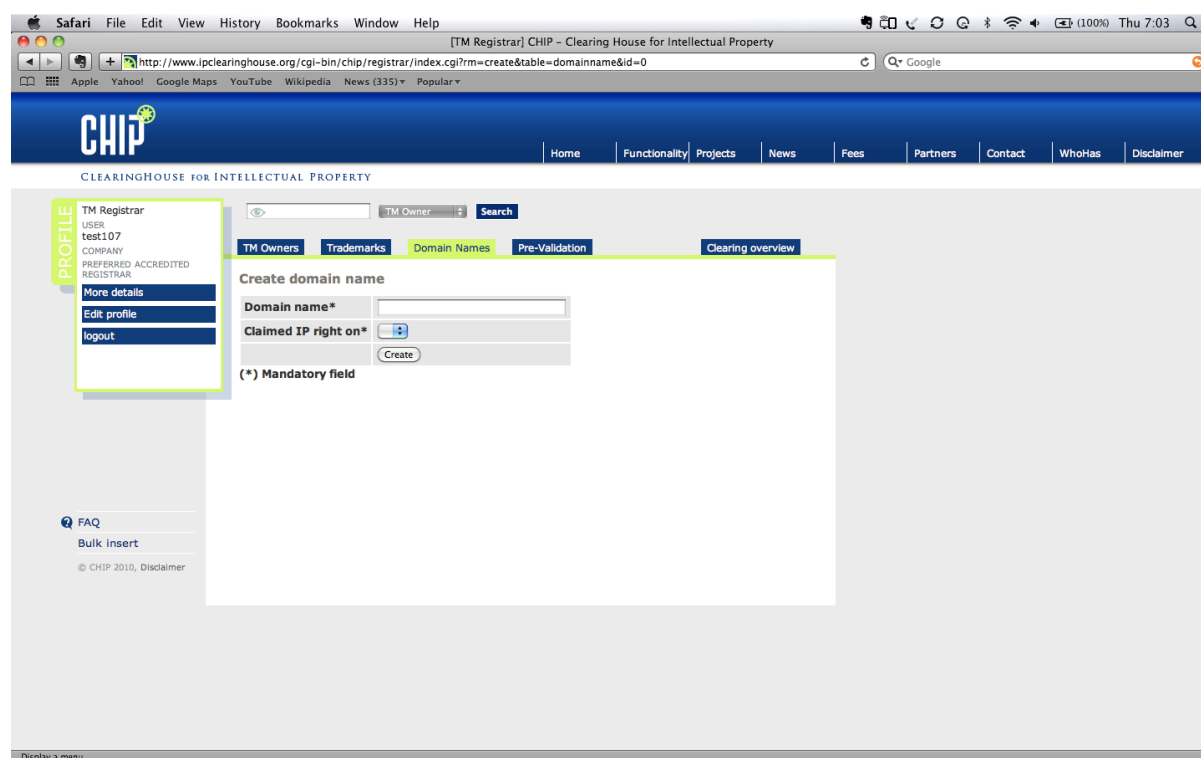
Since a trademark owner can hold multiple trademarks, the Registrar has the possibility to link multiple Trademark Records to one and the same TM Owner record. By default, the last TM Owner record created by the Registrar will be displayed.

5.6. The Domain Name Record

Via the third tab, the Registrar can submit, edit and verify contact information relating to the trademark invoked by its customers.



In order to add a new Domain Name Record, the Registrar must select the Domain Names tab, and click on the “Add a new domain name” link. Also here, the Registrar will obtain an overview of all Domain Name Records previously created, and their respective statuses.



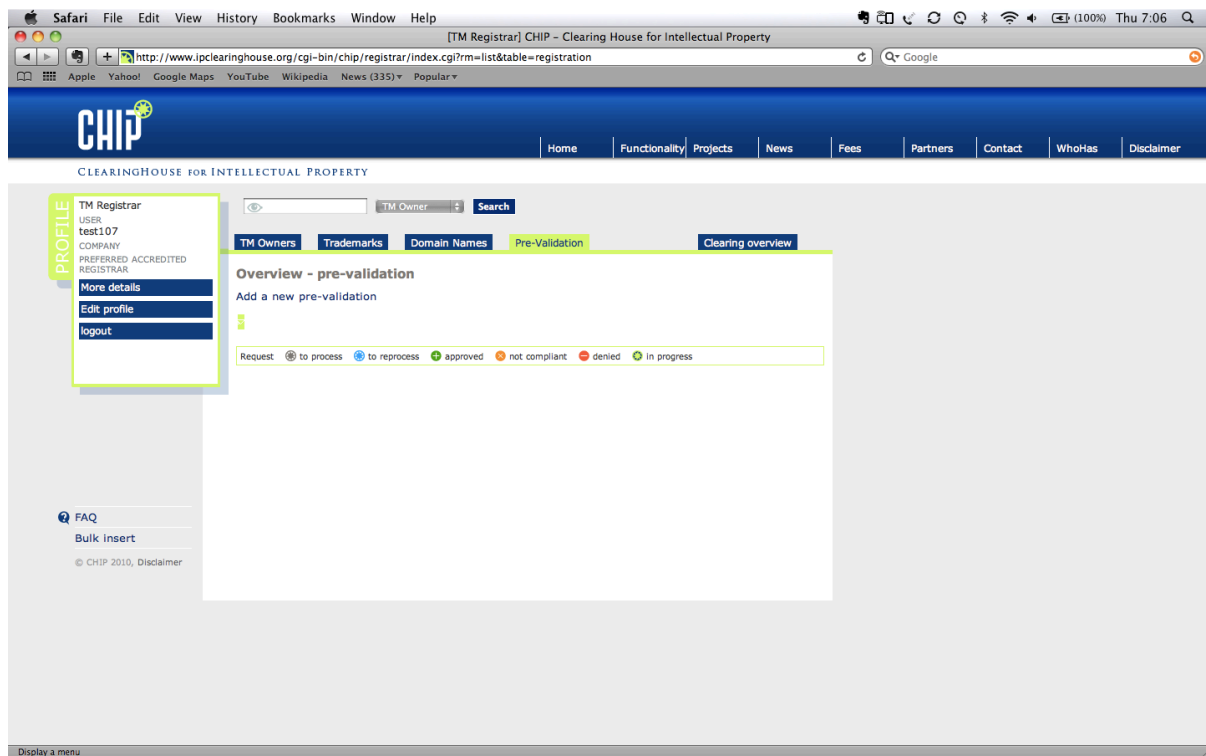
In particular, the Registrar can / must provide the following information:

Field	Mandatory	Description
Domain name	yes	This field must contain the actual domain name applied for, without the TLD / domain name suffix;
Claimed IP right on	yes	The Registrar must select a previously created Trademark Record from the drop-down menu. By default, the last Trademark Record that has been created will be selected.

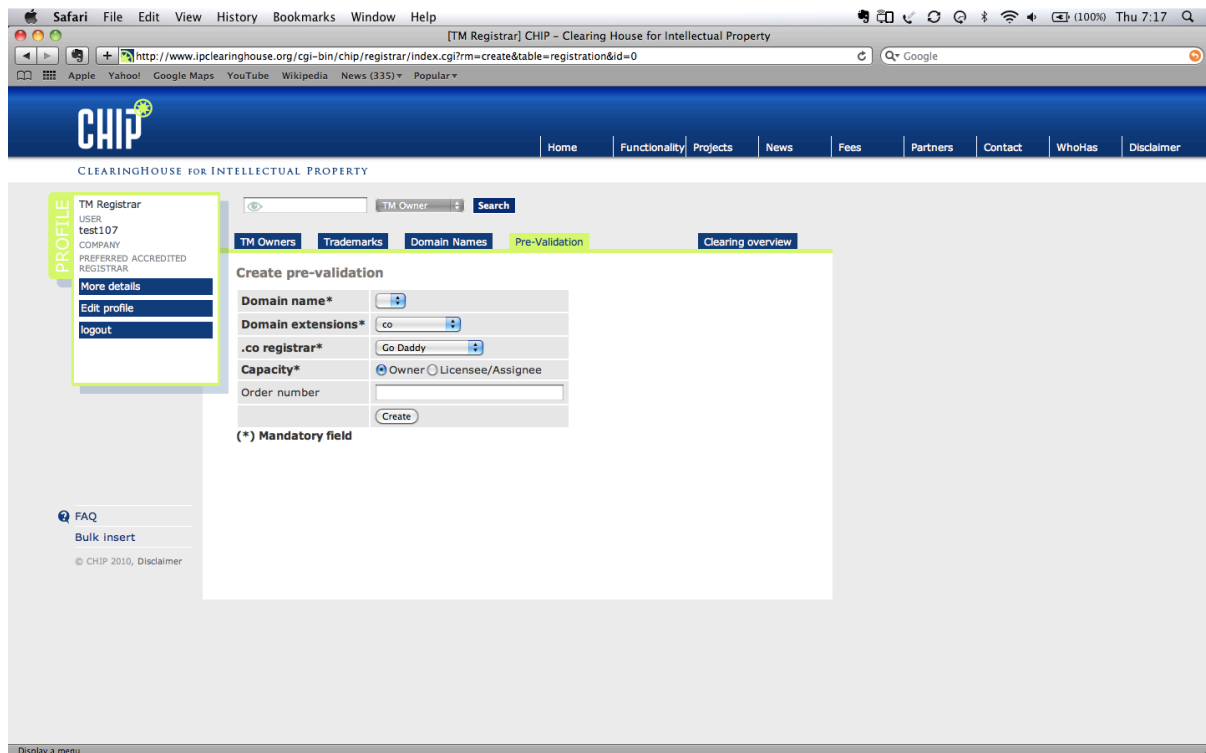
Since, according to the launch policies of the respective projects supported by CHIP, a particular trademark can result in various domain names, the Registrar can link various domain names to the same Trademark Record, by using the drop-down menu, in which all the Trademark Records will be displayed. By default, the last Trademark Record created by the Registrar will be displayed, in order to make the submission process as efficient as possible for the Registrar.

5.7. The Pre-Validation Record

Via the fourth tab, the Registrar will see an overview of all domain names that have been reported to CHIP, as well as their respective statuses.



For each Domain Name created, the Registrar must state with which registry or operator he / she would like to submit a domain name application supported by the validated IP Claim. This is done by clicking the “Add a new pre-validation” link.



In this tab, the Registrar must submit its actual request to pre-validate a particular domain name application record by confirming the following information:

Field	Mandatory	Description
Domain name	yes	The Registrar must select a previously created Domain Name Record from the drop-down menu. By default, the last Domain Name Record that has been created will be selected;
Domain extensions	yes	The Registrar must select the top-level domain or second-level domain in which he / she would like to apply for a particular domain name previously created;
Capacity	yes	Values are "Owner" if the applicant is the owner of the trademark; "Licensee" if the applicant is a licensee of the trademark; and "Assignee" if it is the assignee;
Order number	no	The registrar can provide his internal reference number in this field, in order to facilitate reconciliation with his own systems;
Registrar	yes	<p>The registrar must select a Registrar that will submit the domain name application to the respective registry or operator. This can be the Registrar itself (if the Registrar has been accredited with the corresponding registry or operator with which the Registrar would like to apply for a particular domain name), or another registrar. If the Registrar is not accredited for a particular TLD or second-level domain, he / she needs to appoint a registrar that has been accredited with the respective registry or operator.</p> <p>If the Registrar selects another party, CHIP will assume that the Registrar has entered into an agreement such party. CHIP will not independently verify whether this is the case, and will – following validation of the IP claim – provide domain name application data to the registrar appointed by the Registrar.</p>

The registrar appointed by the Registrar will be the registrar who will obtain the Pre-Registration Verification Code or CHIP code following validation of the IP Claim by the validator appointed by CHIP.

This CHIP code is required in the context of the .SO sunrise application process, and optional for the other launch processes.

5.8. Bulk Upload

Registrars can select to submit domain name application records in bulk.

Considering the fact that an XML interface is scheduled to be made available during the third week of March, registrars have the opportunity to submit domain name application records by using a template in XLS format, which will be available through CHIP.

Registrars can complete one or more forms, and submit these to CHIP by clicking on the “Bulk insert” link on the bottom left corner of the Overview Screen. The Registrar will then be required to select the appropriate file, and submit this file to CHIP.

Please make sure that a particular file will only be uploaded once. If the same file will be uploaded – either erroneously or not – the Registrar incurs the risk of being billed twice.

The template contains the following fields, which link in with the fields made available on the web interface of CHIP:

Web interface	XLS template	Mandatory	Description
Name	contact_name	yes	This field must contain the name of the physical person submitting the domain name application (or the name of the physical person on whose behalf the application is submitted, if - for instance - the owner of the trademark is a company, an organization, etc.;
Organization	contact_organization	no	This field must contain the name of the entity submitting the domain name application when this party is not a physical person;
Street	contact_street	yes	This field must contain the address information of the applicant;
Street	contact_street2	no	This field must contain the address information of the applicant;
Postal code	contact_postalcode	yes	This field must contain the postal code of the applicant;
City	contact_city	yes	This field must contain the city of the applicant;
State/Province	contact_state	no	This field must contain the state/province of the applicant;

Country	country_code	no	This field must contain the country of the applicant, using the ISO 3166 list;
Phone	contact_phone	no	This field must contain the phone number where the physical person referred to above can be reached;
Fax	contact_fax	no	This field must contain the fax number where the physical person referred to above can be reached;
Email	contact_email	yes	This field must contain the email address where the physical person referred to above can be reached;
Prior right name	trademark_priorright_name	yes	This field must contain the description of the trademark given by the trademark office;
IP Right type	trademarktype_id	no	This field relates to the type of trademark, e.g. word mark; figurative mark; combined mark;
IP Right country	trademarkcountry_id	yes	This field must contain the country or region for which the trademark has been registered, cf. the WIPO ST.3 Standard;
Nice class	trademark_niceclass	no	The number of the classes of products and services for which the trademark has been registered;
Nice class name	trademark_niceclassname	no	The headings of the classes of products and services for which the trademark has been registered;
TM Registration number	trademark_registrationnr	yes	This field must contain the registration number awarded to the registered trademark by the trademark office referred to above or, if there would be no registration number, the application or serial number of such trademark;
TM application date	trademark_registrationdate	no	The date on which the trademark office has

			received the application for the registration of the trademark;
TM registration date	trademark_registrationdate	no	The date on which the trademark office took the decision to register the trademark (and not the data as of which such registration took effect);
TM expiration date	trademark_registrationexpdate	no	The date on which the current trademark registration will expire;
Domain name	domainname_name	yes	This field must contain the actual domain name applied for, without the respective TLD / domain name suffix;
Domain extensions	N/A	yes	The TLD or domain name suffix in which the Registrar would like to register the domain name mentioned above;
Capacity	registration_contact	yes	Values are "Owner" if the applicant is the owner of the trademark; "Licensee" if the applicant is a licensee of the trademark; and "Assignee" if it is the assignee;
Order number	registration_ordernumber	no	The Registrar can provide his internal reference number in this field, in order to facilitate reconciliation with his own systems;
Registrar	registrar_id	yes	The Registrar must select the registrar that will actually submit the domain name application to the respective registry or operator in the XLS form. Values will be made available on the www.ipclearinghouse.org website in due course.

5.9. XML Interface

Upon request, CHIP will make available the XSD schemes that will enable the Registrar to integrate its domain name management systems with CHIP. Please send an email to registrar@ipclearinghouse.org in order to obtain these XSD schemes.

5.10. Providing Documentary Evidence

When requested by CHIP, the user can submit documentary evidence to CHIP by using CHIP itself. This can be done by clicking on one of the relevant tabs:

- the “TM Owners” tab for submitting duly completed and signed licensee / assignee declarations; and
- the “Trademarks” tab for trademark registration certificates.

In order to do so, the user needs to select on the applicable TM Owner Record or Trademark Record, and click the “Choose File” button on the bottom of the page, next to the “Upload File” field name. The user can then select the appropriate file from its hard drive or network, and upload such file to CHIP by clicking on the “Add document” button.

Documentary evidence can be submitted via the tab **TM Owners** or the **Trademark Record** once the record has been created.

5.11. Mandatory Logout

After each session, the user must log out in order to avoid data loss or unauthorised use of its account. This is done by clicking the logout button on the left hand side of the screen.

5.12. Validation of Completed Domain Name Application Records

Following submission of the domain name application data to CHIP, the validators appointed by CHIP will commence with the validation of such trademark data. In particular, the following verifications will take place:

- whether or not the reported trademark owner, licensee or transferee is in fact eligible to submit a domain name application in the context of the projects supported by CHIP; and
- whether or not the reported trademark can be a basis for a domain name application, in view of the sunrise / launch policies of the registries or operators who have appointed CHIP for managing their rights protection processes.

When the validators appointed by CHIP have validated the domain name application data, a CHIP code is issued to the domain name registrar appointed by the Registrar in the Pre-Validation tab and, if the domain name application data is submitted by a Reseller/Registrar, also to the Reseller/Registrar. Bulk downloads of verification codes will be made available.

5.13. Fees

The fee for validating an IP Claim is set at USD 70, payable to CHIP. An IP Claim consists of:

- information with respect to the trademark owner / holder;
- information with respect to the trademark;
- information with respect to the domain name;
- information with respect to the .SO, .CO.NO and .GR.COM domain names that can be applied for by the registrar appointed by the Registrar once the IP Claim has been validated.

In brief, there is only one charge for each bundle of identical domain names in each of the projects we are supporting. No discounts will be given if a trademark owner decides to apply in only one or two TLDs / second level domains.

Discounts apply for IP Claims that have been successfully validated through CHIP in the context of the .SO Sunrise. Here, the charge is USD 40 per record.

Important

- 1. If a Registrar wants to secure the same domain name in different TLDs or second-level projects, the Registrar must create a Pre-Validation record for every TLD or second-level domain. For each Pre-Validation record a different CHIP code is being generated.**

Example: if the Registrar would like to apply for test.so AND test.co.no AND test.gr.com, he / she will need to create three different Pre-validation records and, following validation, three different CHIP codes will be generated. Please make sure that the correct CHIP code is submitted to the correct registry or operator, otherwise the application will fail.

- 2. The Registrar does not need to (and should not) submit the validated trademark-related information data again with its domain name application in the case where a CHIP code has been obtained. This may result in the validation to be done twice, and the Registrar being billed twice.**

6. Retrieving Information from CHIP

6.1. General

CHIP intends to increase transparency for all participants to and interested parties in the rights protection processes for the respective registries and operators who have appointed CHIP.

Therefore, CHIP makes available information in two ways:

- information destined for Registrars, which relate to domain name application records submitted by their authorised users; and
- information made available for the general public.

6.2. Information for Registrars

Through the CHIP web interface, Registrars can track the progress made on each and every domain name application record submitted through CHIP in real time. Various status codes will be given, as explained above.

Where necessary, the Registrar will be invited to correct or clarify information submitted to CHIP.

Once a particular launch process opens, the domain name registrar appointed by the different Registrars on the Pre-Validation page will obtain access to all of the domain name application records submitted by these Registrars will obtain an overview of all CHIP codes created for validated domain name application records. Only those domain name application records that were successfully validated and determined eligible for a particular launch process will receive a CHIP code.

The domain name registrar that has obtained a CHIP code is then required to submit such CHIP code to the corresponding registry or operator when completing the actual domain name application via the interfaces made available by them, and as defined in the respective policies and information memoranda published by them.

6.3. Public WHOHAS

CHIP will make available a public database containing relevant pre-validated domain name application and IP Claim records.

In order to access this database, the user will be asked to key in a CAPTCHA code before he is able to access a particular record, this in order to prevent bulk downloads of the domain name application records.

Trademark records are made publicly available as well, and by publishing the relevant domain name application data, this will ensure a maximum transparency of the different launch processes supported by CHIP.

The WHOHAS database is made available under www.ipclearinghouse.org.

7. Frequently Asked Questions

1. Is CHIP the same as the Trademark Clearinghouse recommended by the Implementation Recommendation Team / Special Trademark Interest group / ICANN ?

Yes and no. First of all, the mission of the Implementation Recommendation Team was to find workable solutions in the protection of trademarks in view of new gTLDs. In this instance, CHIP is deployed for TLDs that has been approved by ICANN in the past, for ccTLDs, and for second-level domains.

Second, CHIP contains all functions and functionalities we have defined in the context of previous rights protection mechanisms, which we even discussed with various members of the Internet community prior to the formation of the Implementation Recommendation Team and its members.

First versions of CHIP were in fact deployed in the context of the .ASIA and .TEL Sunrise processes, which took place between 2007 and 2009, and is based on our the unparalleled experience, as well as those of our Partners, in managing rights protection mechanisms for extensions like .EU, .MOBI, .NL, and .ME. In the context of these processes, about 450,000 domain name applications have been verified and, insofar and to the extent they were successful, allocated to their corresponding trademark owners.

2. Where can I find CHIP?

CHIP and the WHOHAS are available under www.ipclearinghouse.org.

3. I am a trademark owner and I want to use CHIP. What do I need to do?

As only CHIP Accredited Registrars who have entered into an agreement with CHIP are entitled to submit domain name application data to CHIP, you need to us in order to obtain such Accreditation (email: registrar@ipclearinghouse.org).

4. When will CHIP be operational?

CHIP will be operational as of mid October, 2010.