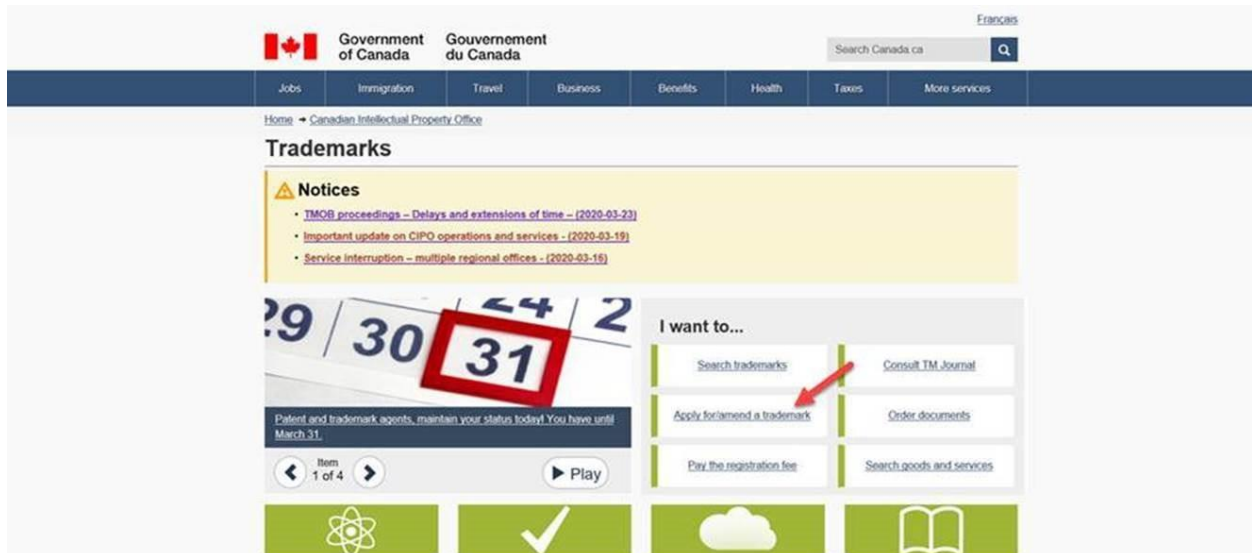


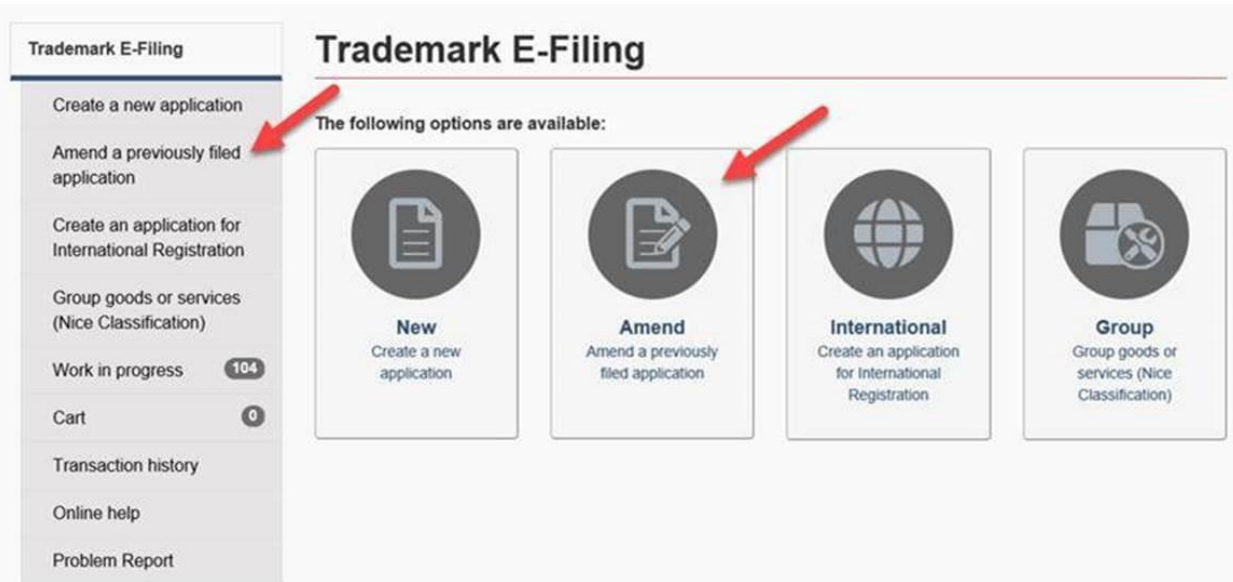
Steps to Attach a Response to an Amended Application

Trademark practitioners can use CIPO's online e-Filing service to respond to trademark office correspondence (such as examiner's reports) without amending any information in the application. Responses can be sent by selecting the "Amend a previously filed application" link and attaching a response (in PDF or Word format). The steps are outlined below:

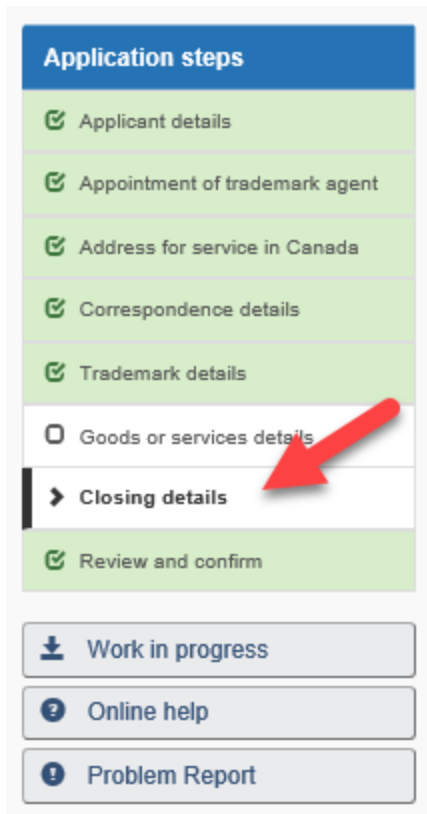
1. On the main CIPO trademarks [page](#), click on the "Apply for/amend a trademark" link:



2. If not already logged in, a screen will prompt to log in to your agent account. On the main page of the Trademark E-Filing page, select “Amend a previously filed application”:



3. The system will prompt you for an application number. Once the application is found and loaded, select the right-hand menu item “Closing details”:



4. On the “Closing details” page, select the “Yes” radio button under “Does the applicant wish to provide additional documentation relating to this application?” Click the “Browse” button and select from your computer or network folder a file to upload (it should be in .pdf or .doc(x) format). Click the “Upload” button to attach the file to the application:

Closing details

► Privacy Notice

This section allows the applicant to provide additional information to the Office that may be pertinent to support the application.

Does the applicant wish to pay for any additional Nice class(es) ?

- Yes
 No

Does the applicant wish to provide additional information relating to this application? ⓘ

- Yes
 No

Does the applicant wish to provide additional documentation relating to this application? ⓘ

- Yes
 No

ⓘ Attachments may be in any electronic format but must not exceed 10 MB. Media file attachments will be rejected (ex: .wav, .mp3, .gif with motion)

* Attachment: (required)

The file name must not exceed 128 characters, including the file extension.

Comments:

Attachment(s)

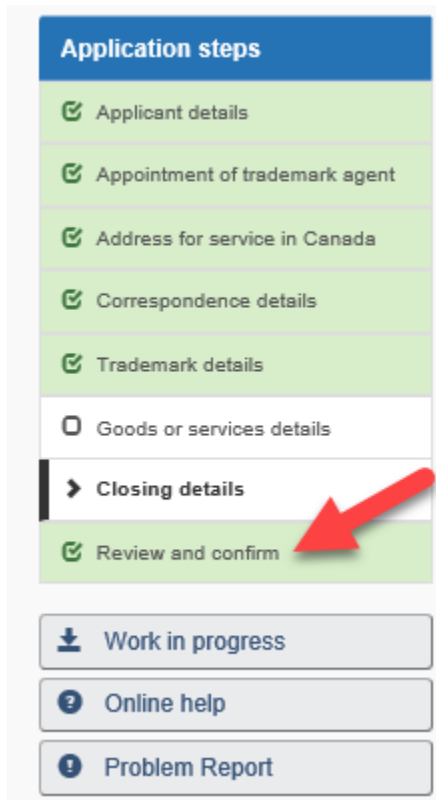
File name	Comments	Actions ⓘ
No data is available in the table		

5. If the file was properly uploaded, it will appear in the “Attachment(s)” table at the bottom of the page. Note that multiple attachments are possible:

Attachment(s)


File name	Comments	Actions 
Reply to Examiners Report.pdf		 


6. After all the file(s) you want to upload are attached, select the right-hand menu item “Review and confirm”:




Application steps

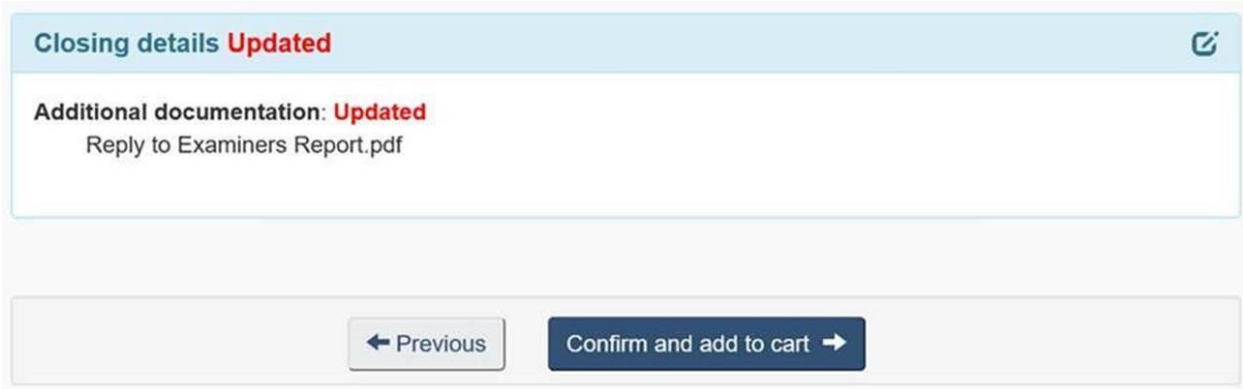
- Applicant details
- Appointment of trademark agent
- Address for service in Canada
- Correspondence details
- Trademark details
- Goods or services details
- Closing details
- Review and confirm

 Work in progress

 Online help

 Problem Report

7. The review page confirms the attached file(s) at the bottom of the page (in this example the uploaded file is named “Reply to Examiners Report.pdf”):



8. Select the “Confirm and add to cart” button.

9. On the Cart page, proceed as you normally would to send an amended application (note that there is no fee to file an amended application).