

Opening hours

We are open to the public:

Monday - Friday 8:00 a.m. - 4.15 p. m.

We are closed on Saturdays, Sundays and Public Holidays.

Remittance Information

Cheques should be made payable to the Accountant General.

For payments in cash, kindly tender the precise amount where possible.

Turnover Time

Where a filing meets all the statutory requirements it will generally be registered within 2 to 3 working days.

Filings requiring more extensive examination will be processed as soon as is practicable.

Services

We process applications for the registration of:

- business names
- societies (social clubs)
- domestic companies
- external companies
- trade marks
- Patents
- Geographical Indications
- Industrial Design
- Lay-out Design of Integrated Circuits

For owners of business names, post registration filings include:

- notices of change in registered particulars
- notice of cessation of business

For companies, post incorporation filings include:

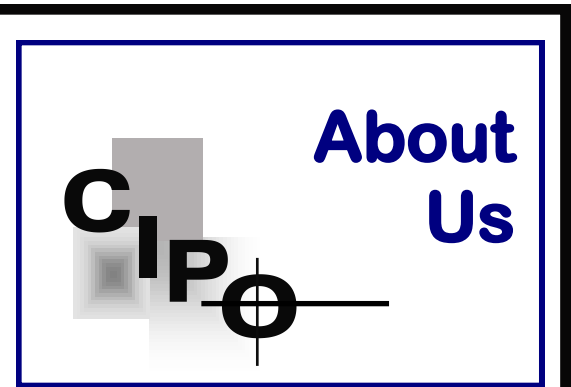
- notices of corporate secretarial appointment
- notices of change of directorship
- notices of change of registered office address
- by-laws
- statements of charge
- share transfer instruments
- financial statements
- annual returns
- liquidation notices
- prospectuses (public companies)

For trade mark owners, we register:

- assignments /transmission of rights
- renewals
- change of name or address

Other services include:

- corporate name search and reservation
- supply of copy records
- certification of records
- notarial services



Commerce & Intellectual Property Office
Ground Floor, Methodist Building
Granby Street, Kingstown
St. Vincent and the Grenadines

Tel: (784) 4561516/451-2894
Fax: (784) 4571397



About CIPO

The Commerce and Intellectual Property Office (CIPO) is a statutory agency of the Government of Saint Vincent and the Grenadines, established under the Commerce and Intellectual Property Office Act.

Mandate and Functions

CIPO has been constituted the national authority for the administration of enactments governing domestic commercial and non-profit activity and the protection of intellectual property.

The department is currently responsible for the registration and regulation of domestic and external companies, trade names, social societies and collective management societies, the registration of trade marks and geographical indications and the grant of patents.

Strategic Focus

CIPO has as its mission the provision of a sound administrative and regulatory framework which supports the development of domestic commerce and the protection and maintenance of intellectual property rights. Of strategic importance in this regard is the department's focus on improving levels of statutory compliance and increasing awareness of the nature and value of intellectual property rights.

Laws administered by CIPO

CIPO currently administers the following legislation:

- Companies Act, CAP.143
- Registration of Business Names Act, CAP. 157
- Trade Marks Act, CAP. 315
- Patents Act, CAP. 314
- Collective Societies, Part X, Copyright Act, CAP. 311
- Geographical Indications Act, CAP. 147
- Industrial Design Act, CAP. 312
- Lay-out Design of Integrated Circuits Act, CAP. 313

International treaty framework

Saint Vincent & the Grenadines has acceded to the following treaties which have a bearing on the development of the local intellectual property system:

- Agreement on the Trade-Related Aspects of Intellectual Property Rights (1994) 1st January 1995

Treaty

Date of Accession

- Convention establishing the World Intellectual Property Organization (1967) 29th August 1995
- Paris Convention for the Protection of Industrial Property (1883) 29th August 1995
- Berne Convention for the Protection of Literary and Artistic Works (1886) 29th August 1995
- Patent Cooperation Treaty (1970) 6th August 2002

WIPO Affiliation

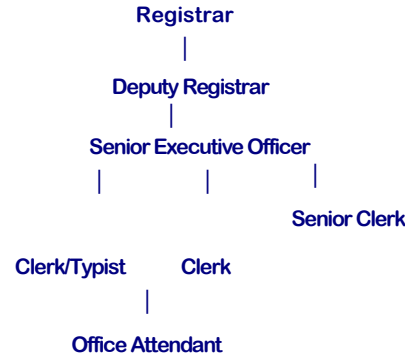
As one of 179 member states party to the Convention Establishing the World Intellectual Property Organisation (WIPO), (1970), the State continues to receive invaluable assistance and support from the WIPO in the development of its intellectual property system.

The Government of Saint Vincent and the Grenadines and 10 other governments of the Caribbean region have entered into an agreement with WIPO to promote the use of intellectual property as a tool for sustainable economic development. The agreement sets out the terms of a regional Cooperation for Development Project designed to support the region's integration into the global economy through the creation of favourable conditions for the development, protection, management and use of intellectual property.

CIPO is the focal point for national activities under the Project. These activities alternate in focus between internal capacity building and outreach activities directed to fostering an intellectual property culture.

Staff

The organogram of CIPO is as follows:



Technical Infrastructure

The operations of the Office are predominantly manual, however the creation of electronic databases is underway which will enable automated processing for most applications.

Law reform underway

As a member state of the World Trade Organisation (WTO), the State has an obligation to ensure that its laws are not inconsistent with the provisions of the 1994 WTO Agreement on the Trade-Related Aspects of Intellectual Property Rights (TRIPS).

Revision of the Companies Act is ongoing and the introduction of modern business names and charities legislation are also proposed.

The Office continues to collaborate closely with the Attorney General's Chambers in the above regards.

