How can I disclose Standard Essential Patents (SEPs) by using the ETSI IPR ONLINE database?

1) You will need to request a Submitter account via the ETSI IPR database. For member companies, an authorization from the ETSI official contact will be required. Once the account is validated, you can proceed with the online declaration.

2) Create new declaration by clicking on ‘Declaration’ thumbnail:

- Select ‘New general declaration’, or
- ‘New information statement and licensing declaration’.

3) First thumbnail in the IPR Information Statement and Licensing Declaration (ISLD):

Fill in the IPR holder company name, contact details, IPR information statement and IPR licensing declaration.

The application warns you if you missed one of the compulsory fields.
4) Second thumbnail: the IPR information statement annex will contain the list of disclosed Standard Essential Patents (SEPs):

Minimum mandatory information to be provided:

- Standard/specification number
- Patent application or publication number

For a better accuracy of the disclosed information, we recommend that you fulfill all the different fields that are not mandatory.

The application warns you if you missed one of the compulsory fields.

The recommended practice is to declare only one member in a patent family (a patent filing number compliant with the numbering format instructions in one of the 5 foremost Patent Offices, i.e. KIPO, JPO, SIPO, USPTO, EPO and let the system expand automatically as new members appear under this patent family. For the definition of patent family, refer to section 15 of the ETSI IPR Policy.

The ETSI IPR database is linked to the European Patent Office (EPO) Espacenet database. When possible, data should be imported from Espacenet. If unavoidable, it is possible to insert manually un-normalized patent numbers (numbers that are not imported from the Espacenet database). These will then appear in purple.
5) You can visualize your input with ‘Preview’, it is possible to come back to the IPR declaration and make modifications any time at this stage.

6) When your IPR declaration is completed and verified, you can submit your declaration to ETSI via ‘Submit’. After submission, only the ETSI secretariat can update the declaration.

NOTE: If you realize after submitting your declaration that an update is necessary, please send your request to ipr@etsi.org

7) The application generates the IPR form in PDF format. Print and sign this generated form and send it to the address provided on the form, by post. This is mandatory to reflect the declaration in the ETSI IPR database.