# IPR FAQs

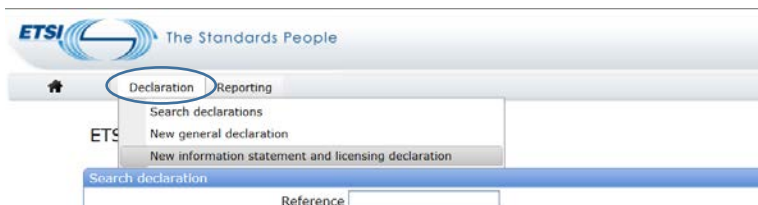## How can I disclose Standard Essential Patents (SEPs) by using the ETSI IPR ONLINE database?

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.

NOTE: If you use the Bulk Upload feature, designed to speed up the overall process and to allow submitter users to upload a larger amount of SEP data in one file, steps 2 to 4 will be replaced by the Bulk Upload.

At the end of the Bulk Upload process, only steps 5 to 7 apply. More information about the Bulk Upload feature is available in the Bulk Upload User Guide.

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, CNIPA, 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) In the traditional online interface, 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 by hitting the button '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 legal@etsi.org.

7) The application generates the IPR form in PDF format. **It is mandatory to send the signed original IPR declaration to ETSI**. There are several possibilities to proceed:

- It is possible to print the generated file, sign it manually and send it to ETSI by the post to the address provided on the IPR form; or
- The generated PDF file can be signed electronically by using one of the e-signature tools of your choice. The e-signed form shall be sent by email to legal@etsi.org.