



**Office of the Vice President for Development  
TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE**

TTBDO Form No.05

**Request to Use UP Trademarks, Symbols, Images, Icons and Other Marks  
(for UP Unit, UP-Accredited Student Organization or UP-Affiliated Organization)**

<b>ORGANIZATION</b>	
Name of Organization/ Unit:	
Director/ President:	
Office Address:	
Contact No.:	E-mail Address:
<b>REQUEST</b>	
Date of Request:	Duration of the Activity: from 20__ to 20__
Activity/ Event/ Project Title:	Venue:
Project Head:	Student/ Employee No.:
Contact No.:	E-mail Address:
Purpose (Please explain briefly):	
UP Trademark/s to be used: <input type="checkbox"/> Seal <input type="checkbox"/> Oblation <input type="checkbox"/> Name (Please specify) _____ <input type="checkbox"/> Image (Please specify) _____ <input type="checkbox"/> Icon (Please specify) _____ <input type="checkbox"/> Others:	
Item/ Merchandise: <input type="checkbox"/> T-shirt <input type="checkbox"/> Hoodies/ Jacket <input type="checkbox"/> Bag <input type="checkbox"/> Lanyards <input type="checkbox"/> Bag tag <input type="checkbox"/> Uniform <input type="checkbox"/> Bluebook/ Notebook <input type="checkbox"/> Campaign materials (Please specify): _____ <input type="checkbox"/> Others:	
Means of Selling: <input type="checkbox"/> Online (Please specify the web link): _____ <input type="checkbox"/> Stall/ Boutique: <input type="checkbox"/> Others (Please specify): _____ <input type="checkbox"/> We don't intend to sell	
Name of Supplier:	Contact No.:
Business Address:	

Requirements:

For UP student organization, UP-affiliated alumni association, or UP- affiliated foundation:

- Certificate of Accreditation as a UP student organization, UP-affiliated alumni association, or UP- affiliated foundation, as issued by the appropriate accrediting unit/ office
- Duly- approved Constitution (for student organization), SEC Certificate of Registration and Articles of Incorporation (for alumni association or foundation) *-for first-time applicants only*
- Approval of the Dean for college-based activity or Office of the Vice Chancellor for Student Affairs, through the Office of the Student Activities (OSA), for campus-wide activity
- Photocopy of UP Student/ Alumni ID of the project head/ contact person
- Design/s to be approved

For UP unit/ office:

- Approval of the Dean/ Director on the conduct of the activity/ event
- Photocopy of UP Employee ID of the project head/ contact person
- Design/s to be approved

**Terms and Conditions:**

1. The use of the marks on the licensed merchandise that you will produce, make, and/or offer to sell shall be royalty- exempt if sourced from a Trademark (TM) Licensee of UP. If the merchandise will be produced by a non-TM Licensee of UP, your organization shall pay to the university a Royalty Fee equal to five per cent (5%) of the merchandise’s net wholesale price;
2. The privilege of the organization to authorize a non-TM Licensee to manufacture or produce the licensed merchandise is limited to producing the licensed merchandise for your organization only. The organization therefore assumes all responsibility and liability for any and all actions undertaken by the manufacturer which are or shall be contrary to the terms and conditions of this license;
3. Within thirty (30) days from the end of duration of the activity, your organization shall render and submit to TTBD0 a written statement of the Actual Sales Report certified by the organization’s auditor, showing the royalty fee due to UP;
4. Your license to use the UP trademarks, logo, symbols, images and icons is time-limited and covers only the period indicated in this form’s duration of the activity. No extension of time to use said marks on the licensed merchandise, including the production, marketing and sale hereof will be allowed;
5. Your organization’s promotion, marketing and sales materials shall contain a notice that your organization has been licensed and authorized by the University of the Philippines to use its UP trademarks, symbols, images, icons and other marks for a limited and fixed period only;

TM License Notice: The use of the trademarks, symbols, images, icons and other marks of UP on the merchandise is authorized per UP TM License No. \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.

6. Upon expiration of the license, the organization shall automatically cease and desist in producing, promoting, marketing, and selling of any merchandise bearing the marks of UP. Your organization shall likewise cease and desist, pull-down, and delete any and all on-line and web-based marketing and sale activities;
7. With the use of the UP marks, your organization automatically assigns to UP your copyright on the designs for the licensed merchandise such that unless authorized by UP, through TTBD0, said designs may not be used by entities other than your organization;
8. This license is exclusively granted to your organization and thus, does not cover and extend to any one or all of your manufacturers, suppliers and/or distributors. Under no instance shall your manufacturer, supplier or distributor produce or sell your merchandise without the written permission from the university;
9. Your organization will not alter, modify and/ or dilute the licensed marks, images and icons in such manner as to misuse the same or bring them into disrepute;
10. The design/s of the licensed merchandise shall be subject to the provisions of the UP Brand Book;
11. Your organization shall only produce, sell and market UP-branded merchandise of high product quality which includes accurate reproduction of the licensed marks on licensed products; and
12. Your use of the UP marks shall be subject to the provisions of the UP Intellectual Property Rights (IPR) Policy of 2011 and such other related laws, rules and regulations.

Please sign at the space provided below to signify your understanding, conformity and/or agreement of the above terms and conditions.

\_\_\_\_\_  
 Name and Signature of the  
 Director/President

\_\_\_\_\_  
 Name and Signature of the  
 Faculty Adviser *(for student organizations only)*

**Type of TM License:**

- Royalty-exempt
- 5% Royalty Fee due on \_\_\_\_\_ *(Please pay at the UP System Cashier’s Office, L/GF Quezon Hall, and submit a photocopy of the O.R. to the TTBD0)*

Date: \_\_\_\_\_

**TM License No.** \_\_\_\_\_

Please be advised that your request was favourably considered and permission to use the cited UP marks is hereby granted, subject to the above terms and conditions.

**REYNALDO L. GARCIA, PhD MPhil (cantab)**  
 Director, TTBD0