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

### ORGANIZATION
- **Name of Organization/ Unit:**
- **Director/ President:**
- **Office Address:**
- **Contact No.:**
- **E-mail Address:**

### REQUEST
- **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:
- [ ] Seal
- [ ] Oblation
- [ ] Name (Please specify) __________________________
- [ ] Image (Please specify) __________________________
- [ ] Icon (Please specify) __________________________
- [ ] Others:

### Item/ Merchandise:
- [ ] T-shirt
- [ ] Hoodies/ Jacket
- [ ] Bag
- [ ] Lanyards
- [ ] Bag tag
- [ ] Uniform
- [ ] Bluebook/ Notebook
- [ ] Campaign materials (Please specify):
- [ ] Others:

### Means of Selling:
- [ ] Online (Please specify the web link):
- [ ] Stall/ Boutique:
- [ ] Others (Please specify):
- [ ] We don’t intend to sell

### Name of Supplier:
- **Contact No.:**

### Business Address:

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### 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 TTBDO 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 thereof 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;

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 online 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 TTBDO, 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, LGF Quezon Hall, and submit a photocopy of the O.R. to the TTBDO)

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, TTBDO