



Supplement to the Guide for Users of the
Hague System for the International
Registration of Industrial Designs with
specifications for Mexico

Instructions for paying the second part
of the individual designation fee for
Mexico to the Mexican Institute of
Industrial Property

Non-official translation

Supplement to the Guide for Users of the Hague System
Instructions for paying the second part fee

Granting of protection

a) Original two-month time limit

When the international registration is recognized in Mexico, the Mexican Institute of Industrial Property (IMPI), through the International Bureau of the World Intellectual Property Organization (WIPO), will notify the holder to pay the second part of the individual designation fee.

The international registration holder may pay either the International Bureau in Swiss francs, provided that this is done within the time limit communicated by the International Bureau, or the IMPI directly in Mexican pesos.

b) Additional time limit in Mexico

If the holder does not pay within the time limit originally granted, the Federal Law on the Protection of Industrial Property provides for an additional time limit of up to two months, which shall begin from the working day following the date stated as corresponding to the first time limit granted, subject to payment of a fee for each additional month used by the holder.

In this case, the second part of the individual designation fee and the fee for each additional month used must be paid directly to the IMPI in Mexican pesos.

To complete the process directly in Mexico, the holder must:

- pay the second part of the individual designation fee and, where applicable, the fee for each additional month used (maximum two) in Mexican pesos, through Tu cuenta PASE at <https://eservicios.impi.gob.mx/seimpi/>; and
- submit a free-format letter to the IMPI offices, attaching the corresponding proofs of payment.

If the international registration holder does not complete the above by the deadline, the IMPI will notify the International Bureau of the refusal of the registration in Mexico.

Instructions for paying the second part of the individual designation fee directly to the IMPI

To pay the second part of the individual designation fee and, where applicable, the fee for each additional month used (maximum two) in Mexican pesos, the user must:

1. Log into the Tu cuenta PASE portal at <https://eservicios.impi.gob.mx/seimpi/>. To access the portal, the user needs a Unique Population Registry Code (CURP), which is a unique alphanumeric identifier for officially recognizing Mexican citizens and foreign residents, assigned by the National Population Registry of the Ministry of the Interior.
2. Register with the Tu cuenta PASE portal as follows:
 - Click “Register”
 - Enter and verify your CURP
 - Enter your email address
 - Create a password
 - Verify the entered data
 - Log into your email and activate the account.
3. Once your Tu cuenta PASE account has been activated, log in and go to “Online payments”. Click “Payment forms” and indicate:
 - Area: Patents
 - Subgroup: Industrial Designs
 - Whether a 50% discount applies.

If you are paying “For the issuance of the title of an industrial design registration and its first five years of validity” and you are an inventor who is a physical person (independent designer), or a micro or small business, a public or private higher education institution or a public sector science and technology research institute, you are entitled to a 50% fee discount.

If the international registration holder is not an independent designer, a micro or small business, a public or private higher education institution, or a public sector science and technology research institute, the full second part of the fee must be paid.

4. Select whether the payment to be made is by:

- Micro/small business
- Public sector research institution
- Education institution
- Inventor/independent designer
- None of the above

5. Select the items to be paid:

- For the issuance of the title of an industrial design registration and its first five years of validity
- For the fulfilment of a demand of the Institute within the additional two-month time limits provided for by the law, for each additional month, if this benefit has been used.

PASE will automatically provide the current fees and will calculate the corresponding taxes.

6. Enter and select your billing details.

7. Add the selected items to the cart.

- The system will inform you whether the payment form has been completed correctly.
- Click on the cart sign, where the prepared payment form will appear.
- Select the form and the payment option. The system will give you the option of paying by credit card, making an electronic payment or generating a unique reference code for direct payment through certain banks having an agreement with the IMPI.

8. Submit the payment.

The holder must submit a free-format letter, with the corresponding proofs of payment, directly to the Patents Division counter at Arenal 550, Planta Baja. Col. Pueblo de Santa María Tepepan, Xochimilco, C.P. 16020, Mexico City, between 9:00 and 16:00 on IMPI working days.

The letter must be submitted in duplicate, with all copies signed, and must indicate an address for receiving notifications in Mexico and the international registration number, with the corresponding proofs of payment attached.

If the letter is submitted through a legal representative, he or she must provide proof of that status in accordance with Article 27 of the Federal Law on the Protection of Industrial Property, attaching the respective documentation and, where applicable, the corresponding translations, legalizations or apostilles.

Representation before the IMPI

Any third party filing applications or letters directly with the IMPI must do so in accordance with the requirements for representation established in the [Federal Law on the Protection of Industrial Property](#) and the [Regulations of the Industrial Property Law](#).

Applications and letters submitted to the IMPI

International registration holders filing applications or letters directly with the IMPI should note that the documents:

1. must be written in Spanish or have a corresponding translation; and
2. must indicate an address for receiving notifications in Mexico.

Hague System Fees

- Individual designation fees for Mexico to be paid to WIPO – explanation of the fees: https://www.wipo.int/edocs/hagdocs/en/2020/hague_2020_16.pdf
- Current fees: https://www.wipo.int/edocs/hagdocs/en/2020/hague_2020_30.pdf
- Hague System Fee Calculator (WIPO tool for determining the application fees to be paid to WIPO): <https://www.wipo.int/hague/en/fees/calculator.jsp>

IMPI Fees

- Current transmission fee (required for international applications filed through the IMPI as an indirect filing office).
- Second part of the fee payable to the IMPI. [Fee](#)

General information and contact details

Mexican Institute of Industrial Property

Address: Arenal 550, Pueblo Santa María Tepepan, Xochimilco, Mexico City (Mexico). Postal code 16020

Email: buzon@impi.gob.mx

Website: <https://www.gob.mx/impi>

Opening hours: Monday to Friday, 8:45 to 16:00

Contact

If you have any questions, write to us at buzon@impi.gob.mx