### **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 <u>ETSI IPR database</u>. 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 <u>Bulk Upload User Guide</u>.

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):

IPR INFORMATION STATEMENT AND LICENSING DECLARATION ()

IPR information statement and licensing declaration	IPR information statement annex	IPR licensing declaration annex	
Expand All Disclosures Collapse All Disclosures			
DISCLOSURE NUMBER 1			
ETSI Projects			
None			
Work Item or Standard			
None			
Patent Family 🕕			
External ID :			
Application Publication Title	A	pplicant/holder	Country of Registration
Basis Patent *			
Other Members ()			
* = mandatory field			

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.

IPR information stateme	nt and licensing declaration	IPR information statement annex	IPR licensing declaration annex			
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DISCLOSURE NUMBER	1					6
					Create from previo	sus disclosure 🛛 🗷 🖾
TSI Projects						Add
Project acronym		Project Name				Edit
3GPP-Release-15		GSM Phase 2+, UMTS, LTE, 5G re	lease 15			Ø IXI
Work Item or Standard						
						Ade
Work Item / Standard	no.	Title		Version/Edition	Illustrative specific part of the Standard (e.g Section)	Edit
TS 36.306		Evolved Universal Terrestrial Radi (UE) radio access capabilities	o Access (E-UTRA); User Equipment	t	Add	Ø IXI
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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.

IPR information statement and licensing declaration	IPR information statement annex	IPR licensing declaration annex	1	u	ment state : Initia
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ISCLOSURE NUMBER 1					
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IST Projects					
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Project acronym	Project Name				Edit
3GPP-Release-15	GSM Phase 2+, UMTS, LTE, 5G release 15			Ø 🕅	
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Work Item / Standard no.	Title		Version/Edition	Illustrative specific part of the Standard (e.g Section)	Edit
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NOTE: If you realize after submitting your declaration that an update is necessary, please send your request to <a href="mailto:legal@etsi.org">legal@etsi.org</a>.

7) The application generates the IPR form in PDF format. It is mandatory to sign the IPR declaration form. There are several possibilities to proceed:

- Using the integrated e-signature process (Adobe Sign)
- Using the traditional process (manual signature on the printed IPR form)

#### Integrated e-signature

All declarations (ISLD, GD) are eligible for electronic signatures. The feature is fully integrated into the submission process and does not require any installation on your side.

After hitting the Submit button, you can choose the e-signature option and you will be redirected to ETSI's Adobe Sign system. An email notification will also be sent to your e-mail address from Adobe Sign. Please ensure that pop-ups and redirection from ipr.etsi.org are allowed.

If you are not the signer, you can directly delegate the e-signature to the authorized person via the Adobe Sign page.

#### Use of other e-signature tools

Should your company wish to submit a declaration with another electronic signature solution of your choice, the Secretariat will accept such a submission, provided the electronically signed declaration is shared directly with the Legal team (legal@etsi.org) via email.

#### Manual signature

In case of manual signature, the signed original IPR form shall be sent to the ETSI Secretariat:

ETSI Director-General ETSI - 650, route des Lucioles FR-06921 Sophia Antipolis Cedex