UNIVERSITY OF THE PHILIPPINES

**Office of the Vice Chancellor for Research and Development**

 Intellectual Property and Technology Transfer

**Request to Use UP Trademarks, Symbols, Images, Icons and Other Marks**

**(for UP Unit, UP-Accredited Student Organization or UP-Affiliated Organization)**

|  |
| --- |
| **ORGANIZATION** |
| **Organization/Unit:** |  |
| **Director/President:** |  |
| **Office Address:** |  |
| **Contact No.:** |  | **E-mail Address:** |  |
| **REQUEST** |
| **Date of Request:** |  | **Activity/ Event/ Project Title:** |
| **Start of Activity:** |  |  |
| **End of Activity:** |  |
| **Project Head:** |  | **Contact No.:** |  |
| **ID No.:** |  | **E-mail Address:** |  |
| **Purpose:** *(Please explain briefly)* |
| **UP Trademark/s to be used:** |
| [ ]  Seal | [ ]  Sablay |  |  |
| [ ]  Oblation | [ ]  Name *(Please specify)*  |  |  |
| [ ]  UP Fighting Maroons | [ ]  Icon *(Please specify)*  |  |  |
|  |  |  |
| **Item/Merchandise:** |
| [ ]  T-shirts/Hoodies/Apparel | [ ]  Uniform | [ ]  Notebooks/Stationeries |  |
| [ ]  Bags | [ ]  Campaign Materials *(Please specify)*  |  |  |
| [ ]  Lanyards/Bag tags | [ ]  Other Merchandise *(Please specify)*  |  |  |
|  |  |  |
| **Means of Selling:** |
| [ ]  Stall/Boutique *(Please specify location)* |  |  |
| [ ]  Online *(Please specify URL)* |  |  |
| [ ]  Others *(Please specify)* |  |  |
| [ ]  We don’t intend to sell |  |  |
| **Name of Supplier:** |  | **Contact No.:** |  |
| **Business Address:** |  |
| **-------------------------------------- D O N O T W R I T E B E L O W --------------------------------------** |
| **Processed By:** |  | **TM License No.:** |  |
| **Signature:** |  | **Date Processed:** |  |

**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 Employee ID of the project head/contact person

[ ]  Design/s to be approved