

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 [ETSI IPR database](#). 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 [Bulk Upload User Guide](#).

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):

IPR INFORMATION STATEMENT AND LICENSING DECLARATION ⓘ

IPR information statement and licensing declaration | IPR information statement annex | IPR licensing declaration annex

IPR HOLDER / ORGANISATION
("DECLARANT")
Legal Name *:

CONTACT DETAILS FOR LICENSING INFORMATION
Contact(s) [Add](#)

IPR INFORMATION STATEMENT
In accordance with Clause 4.1 of the ETSI IPR Policy the Declarant and/or its AFFILIATES hereby informs ETSI that it is the Declarant's and/or its AFFILIATES' IP disclosed in the attached *IPR Information Statement Annex* may be or may become ESSENTIAL in relation to at least the ETSI Work Item(s), STANDARD(S) and identified in the attached *IPR Information Statement Annex*.
The declarant and/or its affiliates (**check one box only**)
 are the proprietor of the IPR(s) disclosed in the attached *IPR Information Statement Annex*.
 are not the proprietor of the IPR(s) disclosed in the attached *IPR Information Statement Annex*.

IPR LICENSING DECLARATION
In accordance with Clause 6.1 of the ETSI IPR Policy the Declarant and/or its AFFILIATES hereby irrevocably declares the following (**check one box only, and applicable**):
 To the extent that the IPR(s) disclosed in the attached *IPR Information Statement Annex* are or become, and remain ESSENTIAL in respect of the ETSI TECHNICAL SPECIFICATION identified in the attached *IPR Information Statement Annex*, the Declarant and/or its AFFILIATES are (1) prepared to grant this/these IPR(s) on terms and conditions which are in accordance with Clause 6.1 of the ETSI IPR Policy; and (2) will comply with Clause 6.1 bis of the

REFERENCES
Reference :
external ID :

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 i

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 i					
External ID : <input type="text"/>					
Application Number	Publication Number	Title	Applicant/holder	Country of Registration	
Basis Patent *					
<input type="text"/>					
Other Members i					
<input type="text"/>					

* = 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.

Last update: 20 May 2022

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 STATEMENT AND LICENSING DECLARATION ⓘ
Show inconsistencies (0 blocking, 0 non blocking):

View Preview Save Submit Delete
Current state : Initialised

IPR information statement and licensing declaration | IPR information statement annex | IPR licensing declaration annex

Expand All Disclosures Collapse All Disclosures Add IPR Disclosure

DISCLOSURE NUMBER 1

Create from previous disclosure

ETSI Projects Add

Project acronym	Project Name	Edit
3GPP-Release-15	GSM Phase 2+, UMTS, LTE, 5G release 15	✎ ✖

Work Item or Standard Add

Work Item / Standard no.	Title	Version/Edition	Illustrative specific part of the Standard (e.g Section)	Edit
TS 36.306	Evolved Universal Terrestrial Radio Access (E-UTRA); User Equipment (UE) radio access capabilities		Add	✎ ✖

Patent Family ⓘ

External ID :

Application Number	Publication Number	Title	Applicant/holder	Country of Registration	Edit/Delete
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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 ⓘ
Show inconsistencies (0 blocking, 0 non blocking):

View Preview Save Submit Delete
Current state : Initialised

IPR information statement and licensing declaration | IPR information statement annex | IPR licensing declaration annex

Expand All Disclosures Collapse All Disclosures Add IPR Disclosure

DISCLOSURE NUMBER 1

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ETSI Projects Add

Project acronym	Project Name	Edit
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Work Item or Standard Add

Work Item / Standard no.	Title	Version/Edition	Illustrative specific part of the Standard (e.g Section)	Edit
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Patent Family ⓘ

External ID :

Application Number	Publication Number	Title	Applicant/holder	Country of Registration	Edit/Delete
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NOTE: If you realize after submitting your declaration that an update is necessary, please send your request to legal@etsi.org.

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.

Last update: 20 May 2022

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