



Stellenbosch
UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

Use and Licensing of SU's Trade Marks



forward together
sonke siya phambili
saam vorentoe

December 2022

Use and Licensing of SU's Trade Marks

Type of document:	Policy
Purpose:	Formulating a policy document to guide and govern the use and licensing of Stellenbosch University's trade marks
Approved by:	The Council of Stellenbosch University
Date of approval:	28 November 2022
Date of implementation:	1 January 2023
Date of next revision/frequency of revision:	1 January 2028
Previous revisions:	First policy document implemented in October 2016 First policy document revised during 2021 Second policy document implemented in January 2023
Policy owner:¹	Chief Operating Officer of Stellenbosch University
Policy curator:²	Chief Director: Innovation and Commercialisation, with the Senior Director: Corporate Communication and Marketing of Stellenbosch University
Keywords:	trade mark, brand, licensing, intellectual property
Validity:	The English version of this policy is the operative version, and the Afrikaanse version is the translation.

SU Governance and Management Documents are available at www.sun.ac.za/policies

¹ Owner: Head(s) of Responsibility Centre(s) in which the policy functions

² Curator: Administrative Head of the division responsible for the implementation and maintenance of the rules.

**POLICY ON THE USE AND LICENSING OF
STELLENBOSCH UNIVERSITY'S TRADE
MARKS**

Contents

1. Introduction	0
2. Implementation of the policy	0
3. Definitions.....	1
4. Aims of the policy.....	4
4.1. Facilitation in relation to trade marks	4
4.2. Regulation in relation to trade marks	4
4.3. Maintenance in relation to trade marks	4
5. Policy principles	5
6. Policy provisions.....	5
6.1. Use of trade marks, for non-commercial purposes	5
6.1.1. Applicability.....	5
6.1.2. Approval for use of trade marks	5
6.1.3. Alterations to trade marks	6
6.1.4. Endorsements	6
6.1.5. Conjunctive use of trade marks	6
6.1.6. Discriminatory, restrictive and prohibitive use of trade marks	6
6.1.7. Use of trade marks in relation to alcoholic beverages and wine-related goods or services	7
6.1.8. Use of trade marks in electronic email signatures.....	7
6.2. Licensing of trade marks, for commercial and non-commercial purposes.....	7
6.2.1. Applicability.....	7
6.2.2. Approval for licensing of trade marks.....	8
6.2.3. Procedure for obtaining a trade mark licence	8
6.2.4. Trade mark licence agreement	8
6.2.5. Social and environmental responsibility	8
7. Policy control	8
7.1. Roles.....	9
7.1.1. Chief Operating Officer, as owner of this policy document.....	9
7.1.2. Chief Director: Innovation and Commercialisation, as institutional functionary (curator) responsible for this policy document, with the Senior Director: Corporate Communication and Marketing.....	9
7.1.3. The Trade Mark Office, housed in Innovus	9
7.1.4. The Matie Shop	9
7.1.5. The Corporate Communication and Marketing Division	10
7.2. Actions for non-compliance	10

8. Revision	10
9. Supporting documents	10
10. Related documents	10
ANNEXURE A: PROCEDURE FOR OBTAINING A TRADE MARK LICENCE	12
ANNEXURE B: STANDARD TRADE MARK LICENCE APPLICATION FORM	13

Reference number of this document	
HEMIS classification	
Purpose	Formulating a policy document to guide and govern the use and licensing of Stellenbosch University's trade marks
Type of document	Policy
Accessibility	Stellenbosch University's central storage space for policy documents, Beleid@US/Policy@SU, accessible internally and externally
Date of implementation	1 January 2023
Revision date	1 January 2028
Policy history	<p>First policy document implemented in October 2016</p> <p>First policy document revised during 2021</p> <p>Second policy implemented in January 2023</p>
Owner of this policy document	Chief Operating Officer of Stellenbosch University
Institutional functionary (curator) responsible for this policy document	Chief Director: Innovation and Commercialisation, with the Senior Director: Corporate Communication and Marketing of Stellenbosch University
Date of approval	28 November 2022
Approved by	The Council of Stellenbosch University
Keywords	trade mark, brand, licensing, intellectual property

1. Introduction

Stellenbosch University (hereinafter referred to as “SU”) is a leading research-intensive South African university in Africa, attracting outstanding students, employing talented staff, and providing a world-class environment. SU is an institution with global reach, enriching and transforming local, continental, and global communities. In upholding and establishing its impeccable reputation, SU attaches great value to its trade marks, which are a form of intellectual property and institutional, intangible assets.

SU’s trade marks function to identify the origin of goods or service, and to distinguish those from others. These trade marks also serve to communicate a consistent standard and guarantee of quality, and to advance the advertising and promotion of goods or services. SU’s trade marks also signify the institutional investments made in the creation and maintenance of these assets.

SU’s trade marks include, but are not limited to, the words *Universiteit Stellenbosch / Stellenbosch University / iYunivesithi yase Stellenbosch, Forward together / Sonke siya phambili / Saam vorentoe, NEELSIE, and COETZENBURG*, as well as SU’s brand marks, reflected in SU’s *Brand Manual*.

This policy document has been formulated to facilitate, regulate and maintain the use and licensing of SU’s trade marks, for commercial and non-commercial purposes.

2. Implementation of the policy

Sections 1.26 and 2.5 of the *Intellectual Property Policy of Stellenbosch University* state that the use and licensing of SU’s trade marks will be addressed by this policy document.

In compliance with sections 6 and 7 of the Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008, tertiary institutions are required to establish and maintain an office of technology transfer, tasked with the identification, protection, management, and commercialisation of intellectual property.

As stipulated in section 1.1 of the *Intellectual Property Policy of Stellenbosch University*, and as institutionally, exclusively mandated, Innovus manages SU’s intellectual property and trade mark portfolio. Under this mandate, the Trade Mark Office, housed in Innovus identifies, protects, manages and commercialises trade marks, and implements this policy document. For commercial purposes, and in compliance with its mandated responsibility, the Trade Mark Office may grant approval for all the use of trade marks, and all variations in the application thereof, in alignment with the provisions of this policy document.

The policy provisions of this document must be read in conjunction with SU's *Brand Manual*. The rules in SU's *Brand Manual* comprise SU's brand identity, its visual elements, and the applications thereof. SU's Corporate Communication and Marketing Division is responsible for the implementation of SU's *Brand Manual* and the correct application of SU's brand identity. Therefore, the Corporate Communication and Marketing Division shall assist in the implementation of this policy document, specifically relating to the visual elements and the application of artwork in the use of SU's trade marks.

This policy document applies to all staff, students, post-doctoral fellows, contract workers and visiting lecturers or consultants, as well as faculties, departments, units, institutes, centres, bureaux, schools, organisations, SU's group of companies, and interested individuals, both internal and external.

This policy document applies to all trade marks, registered and unregistered, as specified in SU's trade mark portfolio, and include trade marks reflected in the brand architecture of SU's *Brand Manual*. SU is the owner of all rights and interests in these trade marks, and have the exclusive right to transfer, assign and licence these marks to any person or entity. SU reserves all its rights in respect of all trade marks, to the fullest extent of the law.

3. Definitions

brand	Brand denotes the essential image and inherent quality of all goods or services, offered under the predominant trade marks.
<i>Brand Manual</i>	The rules of this manual provides a brief introduction to SU's brand identity, the approved visual elements, additional usage guidelines and links to key resource templates.
Corporate Communication and Marketing Division	The Corporate Communication and Marketing Division functions to favourably position SU's brand, to implement effective communication programmes, and to optimise stakeholder relationship management. The Brand and Corporate Identity department, housed in the Corporate Communication and Marketing Division, focuses on brand identity

	management, and includes the implementation of SU's <i>Brand Manual</i> .
Innovus	<p>Sections 6 and 7 of Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008 require tertiary institutions to establish and maintain an office of technology transfer. Innovus fulfils the role of office of technology transfer at SU.</p> <p>As so institutionally, exclusively mandated, Innovus acts as a university-industry interaction platform and is responsible for the management and commercialisation of SU's intellectual property and trade mark portfolio.</p>
intellectual property	<p>Intellectual property is the product of original human intellectual creativity and ingenuity, that qualifies for legal protection.</p> <p>Primary forms of intellectual property include patents, designs, trade marks and copyright. Secondary forms of intellectual property include plant breeders' rights, performers' rights, and traditional knowledge.</p>
mark	Any sign capable of being represented graphically, including, but not limited to, a device, name, signature, word, letter, numeral, shape, configuration, pattern, ornamentation, colour or container for goods, or any combination of the aforementioned.
Matie Shop	The Matie Shop is SU's official merchandise store. The business parameters of the Matie Shop are regulated by applicable purchasing policy and service level agreement provisions, and to which SU agreed. The Matie Shop will exercise control over the supply, quality

	<p>assurance and trading of all goods, displaying SU's trade marks, unless prior written approval to the contrary is obtained from the Chief Director: Innovation and Commercialisation as curator of this policy document. The Matie Shop has the sole right to commercially trade (reselling) with merchandise bearing SU's trade marks.</p>
trade mark	<p>A mark used or proposed to be used in relation to goods or services for the purpose of distinguishing the goods or services from the same kind of goods or services.</p> <p>Registered trade marks are denoted with the ® symbol, while the ™ symbol is used to claim trade mark rights, in relation to unregistered trade marks.</p>
Trade Mark Office	<p>As so institutionally, exclusively mandated, the Trade Mark Office, housed in Innovus identifies, protects, manages and commercialises trade marks, and implements this policy document. For commercial purposes, and in compliance with its mandated responsibility, the Trade Mark Office may grant approval for all the use of trade marks, and all variations in the application thereof, in alignment with the provisions of this policy document.</p>
trade mark portfolio	<p>The trade mark portfolio comprises all trade marks, registered and unregistered, and the graphical representation thereof. SU is the owner of all rights and interests in these trade marks.</p> <p>In consultation with the Trade Mark Office, housed in Innovus, appointed legal</p>

	<p>representation shall assist in the management of the trade mark portfolio, and shall provide advice and services relating to trade mark prosecution (including trade mark availability searches and the filing of trade mark applications, trade mark registrations, and trade mark renewals) and trade mark litigation (including filing of trade mark oppositions and trade mark infringement proceedings).</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. Aims of the policy

This policy document aims to facilitate, regulate and maintain the use and licensing of SU's trade marks, for commercial and non-commercial purposes.

4.1. Facilitation in relation to trade marks

- Ensure that trade marks are used in the correct, consistent manner;
- Establish processes relating to the approval for use of trade marks, and the granting of trade mark licences;
- Designate institutional environments responsible for the approval for use of trade marks, and the granting of trade mark licences.

4.2. Regulation in relation to trade marks

- Monitor and ensure compliance with the policy provisions, to facilitate the correct use of trade marks;
- Process trade mark licence applications, the granting of approval thereof, and administer the conclusion of trade mark licence agreements;
- Exercise rights in respect of trade marks, including protection against, and opposition to claims based on, trade mark infringement and dilution.

4.3. Maintenance in relation to trade marks

- Manage the trade mark portfolio, and matters relating to trade mark prosecution and trade mark litigation;

- Ensure that trade marks continually identify the origin of goods or services, and that trade marks fulfill a distinguishing function;
- Harness trade marks as a communicative tool, to indicate a consistent standard and guarantee of quality, to serve as a means for advertising and promotion, and to signify institutional investments made;
- Continued enforcement of the terms and conditions of concluded trade mark licence agreements.

5. Policy principles

Indicators of good governance practices and principles form the basis of this policy document, including, but not limited to, risk mitigation, sound decision-making and legal compliance, that contributes to SU's institutional sustainability and a thriving environment.

In upholding and establishing its reputation, SU attaches great value to its trade marks. This policy document aims to facilitate, regulate and maintain the use and licensing of SU's trade marks, exploiting the functions and value of these trade marks.

6. Policy provisions

6.1. Use of trade marks, for non-commercial purposes

6.1.1. Applicability

This section is applicable to faculties, department, units, institutes, bureaux, organisations, SU's group of companies, and interested individuals, both internal and external, that are officially recognised by SU in its ordinary course of conducting business.

Commercial and non-commercial agreements, relating to SU's trade marks, must address and adhere to the provisions of this policy document on the use and licensing of trade marks (see 6.2.1).

6.1.2. Approval for use of trade marks

Instances of use of trade marks require prior written approval from the Trade Mark Office, housed in Innovus, unless such use is formally prescribed in SU's *Brand Manual*, read in conjunction with 6.1. Once approval for use of trade marks has been granted by the Trade Mark Office, approval of the visual elements and the application of artwork in the use of trade marks, as referred to in SU's *Brand Manual*, is required from the Corporate Communication and Marketing Division, if applicable.

6.1.3. Alterations to trade marks

Trade marks should not be modified, and must reflect the graphical representation and visual elements on the trade mark portfolio and SU's *Brand Manual*.

Alterations to trade marks require prior written approval from the Chief Operating Officer or their delegated authority.

6.1.4. Endorsements

Trade marks should not be used in any manner that suggests or implies SU's endorsement of any organisation, movement, company, goods, service, political party or view, religious organisation or belief.

Use of trade marks in a manner that suggests or implies SU's endorsement of the aforementioned, require prior written approval from the Trade Mark Office, housed in Innovus. A request for approval of endorsement must set forth reasons for use of trade marks, as well as the implication of such an endorsement.

6.1.5. Conjunctive use of trade marks

Trade marks should not be used in conjunction with the trade marks of any other entity.

Once another entity grants approval for use of its trade marks, then the conjunctive use of trade marks requires prior written approval from the Trade Mark Office, housed in Innovus. If approval is granted to use trade marks in conjunction with another entity's trade marks, the trade marks must be clearly distinct and separate from each other, and SU's trade marks must not be overshadowed or diminished in any way, in comparison to the other entity's trade marks.

6.1.6. Discriminatory, restrictive and prohibitive use of trade marks

Trade marks must not be used in any manner that unfairly discriminates, directly or indirectly, against anyone on one or more grounds, including, but not limited to, race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth, or in any other manner that would be a violation of SU's non-discrimination policies and practices.

Use of trade marks in relation to, and the endorsement of the following goods or services, will be restricted, with appropriate terms and conditions, or prohibited:

- Alcoholic beverages, subject to exceptions¹;
- Inherently dangerous goods or services;
- Tobacco and related goods or services;
- Illegal drugs and related goods or services;
- Gambling and related goods or services;
- Obscene, disparaging, or profane goods or services;
- Goods or services that present an unacceptable risk of reputation, liability or infringement.

6.1.7. Use of trade marks in relation to alcoholic beverages and wine-related goods or services

The Stellenbosch Winelands region has a long-standing cultural and economic heritage and is the leading centre of viticulture and vinicultural research in South Africa.

SU has a recognised history of engagement with the sciences of the vine and the wine, and is in close association with the South African grape and wine industries. For this reason, special provision has been made for the use of trade marks in relation to alcoholic beverages and wine-related goods or services.

The use of trade marks in relation to alcoholic beverages and wine-related goods or services will be approved after the Trade Mark Office, housed in Innovus has considered the appropriateness of such goods or services, and the potential risk to reputation and liability.

6.1.8. Use of trade marks in electronic email signatures

Use of trade marks in electronic email signatures must comply with the requirements set forth in SU's *Brand Manual*.

6.2. Licensing of trade marks, for commercial and non-commercial purposes

6.2.1. Applicability

All persons and entities, both internal and external, intending to use SU's trade marks in relation to the commercial sale or resale of goods, or the commercial provision of services, must obtain a trade

¹ Refer to 6.1.7 relating to the use of trade marks in relation to alcoholic beverages and wine-related goods and services.

mark licence. This where commercial sale or resale of goods, or the commercial provision of services entail a financial transaction of any kind, with or without profit motive.

In certain instances, non-commercial uses of trade marks may require obtaining a trade mark licence.

Commercial and non-commercial agreements, relating to SU's trade marks, must address and adhere to the provisions of this policy document on the use and licensing of trade marks (see 6.1.1).

6.2.2. Approval for licensing of trade marks

The Trade Mark Office, housed in Innovus, is responsible for the processing of trade mark licence applications, and the granting of approval thereof. Annexure B of this policy document constitutes the standard trade mark licence application form.

6.2.3. Procedure for obtaining a trade mark licence

The procedure for obtaining a trade mark licence is included in Annexure A of this policy document.

6.2.4. Trade mark licence agreement

The Trade Mark Office, housed in Innovus, is responsible for the administration, management, negotiation and drafting of trade mark licence agreements.

Trade mark licence agreements will regulate the appointment of contracting parties and the intention for contracting, the definitions relevant to the agreement, the effective term of the agreement, the scope of the licence grant, the matter of sub-licensing, the calculation and payment of licence fees, and access to reports and auditing for calculating and paying licence fees, confidentiality, termination and the consequences of termination, limitation of liability, indemnification, warranties and disclaimers, provisions relating to dispute resolution, and will address and adhere to the provisions of this policy document.

6.2.5. Social and environmental responsibility

Stellenbosch University is committed to conducting its business affairs in a socially and environmentally responsible and ethical manner. As such, SU prohibits goods or services bearing its trade marks from being manufactured or delivered under abusive or unfair labour conditions, that violates fundamental employment rights and human dignity, or in a manner that is detrimental to the environment.

7. Policy control

7.1. Roles

7.1.1. Chief Operating Officer, as owner of this policy document

The Chief Operating Officer is accountable for the development of this policy document, within the relevant sphere of responsibility, and ensuring that the policy document exists and that a curator (and related structures and roles) is appointed and cleared, and that the curator (and related structures and roles) functions effectively.

7.1.2. Chief Director: Innovation and Commercialisation, as institutional functionary (curator) responsible for this policy document, with the Senior Director: Corporate Communication and Marketing

The Chief Director: Innovation and Commercialisation is responsible for taking care of the formulation, approval, revision, communication, release and monitoring of the implementation of this policy document, and to provide assistance in the interpreting of, and guidance with regard to the implementation of the policy.

The Senior Director: Corporate Communication and Marketing is responsible for the implementation and oversight of the visual elements relating to branding and the application of artwork in the use of SU's trade marks.

7.1.3. The Trade Mark Office, housed in Innovus

As so institutionally, exclusively mandated, the Trade Mark Office, housed in Innovus identifies, protects, manages and commercialises trade marks, and implements this policy document. For commercial purposes, and in compliance with its mandated responsibility, the Trade Mark Office may grant approval for all the use of trade marks, and all variations in the application thereof, in alignment with the provisions of this policy document.

7.1.4. The Matie Shop

The Matie Shop is SU's official merchandise store. The business parameters of the Matie Shop are regulated by applicable purchasing policy and service level agreement provisions, and to which SU agreed. The Matie Shop will exercise control over the supply, quality assurance and trading of all goods, displaying SU's trade marks, unless prior written approval to the contrary is obtained from the Chief Director: Innovation and Commercialisation as curator of this policy document. The Matie Shop has the sole right to commercially trade (reselling) with merchandise bearing SU's trade marks.

7.1.5. The Corporate Communication and Marketing Division

The Corporate Communication and Marketing Division is responsible for the implementation of SU's *Brand Manual* and the correct application of SU's brand identity. Therefore, the Corporate Communication and Marketing Division shall assist in the implementation of this policy document, limited to the visual elements relating to the application of artwork in the use of SU's trade marks.

7.2. Actions for non-compliance

7.2.1. Any breaches of or non-compliance with the policy document, or disputes regarding the interpretation or application of this policy document, must be reported to the institutional functionary (curator) responsible for this policy document.

7.2.2. If such a breach, non-compliance or dispute is not resolved within 30 (thirty) days of such notification, such a breach, non-compliance or dispute may be referred to the owner of this policy document. Such a breach, non-compliance or dispute will then be resolved within the normal lines of management, in terms of SU's disciplinary policy and procedures.

8. Revision

This policy document will be revised every five years from the date of implementation, or sooner, if circumstances require.

9. Supporting documents

This policy document is supported by the following annexures:

Annexure A	Procedure for obtaining a trade mark licence
Annexure B	Standard trade mark licence application form

10. Related documents

This policy document is supported by the following related documents:

Item	Name	Status	Owner of document

	<i>Intellectual Property Policy of Stellenbosch University</i>	Approved	Chief Operating Officer of Stellenbosch University
	<i>Brand Manual</i>	Approved	Deputy Vice Chancellor: Strategy, Global and Corporate Affairs of Stellenbosch University
	<i>Language, Editorial, and Content Style Guide</i>	Drafted	Deputy Vice Chancellor: Strategy, Global and Corporate Affairs of Stellenbosch University
	<i>SU's Communication Policy</i>	Drafted	Deputy Vice Chancellor: Strategy, Global and Corporate Affairs of Stellenbosch University
	<i>Policy on Unfair Discrimination and Harassment</i>	Approved	Deputy Vice Chancellor: Learning and Teaching Deputy Vice Chancellor: Social Impact, Transformation and Personnel
	<i>Code of Conduct – Tenders</i>	Approved	
	<i>SU's Purchasing Policy</i>	Approved	

ANNEXURE A: PROCEDURE FOR OBTAINING A TRADE MARK LICENCE

1. The Trade Mark Office, housed in Innovus, is responsible for the processing of trade mark licence applications, the granting of approval thereof, and the administration, management, negotiation and drafting of trade mark licence agreements.
2. The Trade Mark Office has full discretion to approve or reject an application for a trade mark licence.
3. The standard trade mark licence application form is available as an annexure to this policy document.
4. A prospective licensee (hereinafter referred to as “applicant”) must complete and submit the standard trade mark licence application form.
5. Upon submission, the Trade Mark Office will review the application and, in exercising its discretion, will assess the applicant’s ability to comply with a potential trade mark licence agreement, the appropriateness of the goods or services, and potential risk to reputation, liability or infringement that may result from the trade mark licence agreement.
6. In exercising its discretion, the Trade Mark Office reserves the right to contact an applicant to clarify information submitted in the application form, and to request samples of the goods to evaluate its appropriateness.
7. Once an application has been processed, the Trade Mark Office will notify the applicant of the approval or rejection of the application.
8. The Trade Mark Office will draft a trade mark licence agreement, to be provided to the licensee. If required by parties, negotiation on appropriate terms and conditions of the agreement may follow.
9. Upon finalising the trade mark licence agreement, both parties will arrange for signing of the agreement, and full compliance thereof.

ANNEXURE B: STANDARD TRADE MARK LICENCE APPLICATION FORM

This form serves as an application for the licensing of Stellenbosch University’s trade marks. This form serves as an application only, and must not be deemed to authorise, or contractually licence, an applicant to use Stellenbosch University’s trade marks.

The purpose of this application form is to obtain detailed information, and to determine an applicant’s ability to comply with a potential trade mark licence agreement, the appropriateness of goods or services, and potential risk to reputation, liability or infringement that may result from the trade mark licence agreement. It is important that an applicant provide thorough, accurate information.

Depending on provided applicant information, this application form needs to be submitted with a copy of the applicant’s identity document, and a copy of the organisation’s official letterhead.

APPLICANT INFORMATION

Type of organisation:

- Corporation
- Partnership
- Sole proprietorship
- Close corporation
- Natural person
- Other (specify: _____)

Name:	
Identity number (if applicable):	
Registration number (if applicable):	
Address:	
Country:	
Postal code:	
Telephone:	
Email:	
Website:	

Name of parent company (if this business is a subsidiary):

Contacts	Name	Email
Primary contact:		
Financial:		
Product development:		
Sales:		

Company function:

- Manufacture
- Distributor
- Advertising
- Artist/crafter

Income tax number:

VAT number:

LEGAL AND INSURANCE CLAIMS

Have any claims been filed against this organisation, or related entities, for trade mark, copyright, patent or other intellectual property infringement?

- Yes
- No

If yes, please attach a separate sheet providing all details.

Have any product liability claims been filed against this organisation, or related entities?

- Yes

No

If yes, please attach a separate sheet providing all details.

LICENSING INFORMATION

Please indicate the trade marks interested in licencing:

Please indicate the desired duration for licencing of trade marks:

Please indicate the goods or service on which the trade marks will be used:

DECLARATION

I have read and understand this application form and hereby state that to the best of my knowledge all information provided is accurate and complete. Furthermore, and if so applicable, I hereby state that I am duly authorised to act on behalf of the abovementioned organisation. I also grant Stellenbosch University permission to verify information about the organisation filing this application, including requesting reports from credit bureaus and conducting background screening checks relating to criminal records. I am aware that this information may be used to evaluate this application.

Name and surname: _____

Date: _____

Signature: _____

Return, or email the completed licence application form, and if so applicable, a copy of the applicant's identity document, and a copy of the organisation's official letterhead to:

The Trade Mark Office, Innovus

20 De Beer Street

Stellenbosch

7600

Email: trademark@sun.ac.za