



Registration of a responsibility mark for precious metal, multimetal articles and plated articles

1. Registration procedure

Previous to the registration, you will have to send at least 3 different designs on paper of the projected mark, in form of sketches and numbered in order of preference.

When choosing the motif of your responsibility mark, do not forget that the steel punch will be far smaller than the design, e.g. 0,5 mm for earrings. Therefore we advise you to choose a simple responsibility mark, e.g. a combination of several letters. A complicated motif would be hardly or not at all identifiable, and the manufacturing costs of the dies more expensive.

Then the Central Office will compare your proposals with the marks already registered - there are currently more than 14,000 marks registered at our office - and will let you know which design may be registered as your responsibility mark.

As soon as you received the written confirmation of your proposal, you can order a steel punch. For this purpose, we put gladly our engraver list at your disposal.

We need the following documents:

- The application form (Application form for a responsibility mark), duly filled in and signed;
- A certified extract of your registration in the commercial registry or, if you are not registered in the commercial registry, an official attestation of the seat of your company or of your workshop, the document must be less than 1 year old;
- If you are represented, an express authority in favour of your agent;
- 1 reproduction of your responsibility mark, sharp and impeccable, in black and white, suitable for typographic reproduction, in paper form or also sent per e-mail;
- The metal plaque, in which you have stamped five times, at various intensities, the mark you will use for your articles. Be careful: it is important that the marks of your steel stamp be identical in minute detail, on a small scale, to the picture of the typographical reproduction.

2. Fees

The registration fee for 20 years and for each mark makes 525.-- Swiss francs. An invoice in CHF or in € will be sent automatically at the beginning of the registration's procedure.

In this amount the following achievements are included:

- changes of the address (locality/country) or of the company name of the holder;
- transfer of the responsibility mark to another holder;
- publication of the new responsibility mark, of the change and of the transfer in the Swiss Trade Bulletin;
- issue of the certificate when a responsibility mark is registered, renewed or changed;
- issue of a booklet containing the most important provisions of the Swiss Law on Precious Metals Control;
- on registration of a new mark, search for identical or similar responsibility marks in our registers;
- any information relating to a responsibility mark (use, registration, etc.) or any question concerning the marking of articles.

The holder of a responsibility mark may at any time have his/her responsibility mark removed from the registers, even before the expiration of its validity. The cancellation is free of charge and will be published in the Swiss Trade Bulletin.

3. Remarks

- In order that we can update our electronic register of marks, it is very important that **any change of the address or of the company name will be communicated to us.**
- Registering a Responsibility Mark is easy and quick. Once we have received the necessary documents and the fee, you will get the certificate of registration within a week.

Central office for precious metals control