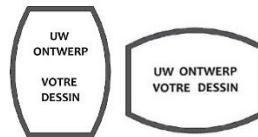


Manufacturing a Master Stamp

STEP 1 Submit stamp mark design drawings to the Assay Office

The stamp must be unique, which is why it is best to make several sketches. You also indicate which design you prefer. Next, you submit your drawings for approval by the Assay Office at Pachecolaan 32, 1000 Brussels.

The external shape of the stamp mark must be a TON SHAPE.



NEW: When applying for a Master Stamp, you are required to purchase a CE-calibrated scale. When purchasing a new scale, it is already calibrated at the factory, and you do not need to submit a green inspection sticker when applying for the Master Stamp. The official document supplied with the scale suffices as an official CE declaration of conformity. Calibration is valid for 4 years.

STEP 2 Depositing the stamp signature with the Intellectual Property Office

At the Intellectual Property Office (IEO), www.BOIP.int, you can request the Benelux form (electronic or paper version) for depositing a trademark—in this case, your stamp signature—in order to obtain your registration with this office.

STEP 3 Approval by the Intellectual Property Office

The registration of a Master Stamp takes quite a long time. Allow 3 months for this.

Only then will you receive notification as to whether or not the stamp has been approved. Upon approval, you will receive a registration certificate for your trademark. This includes your deposit number as well as the date of registration.

STEP 4 Manufacturing the master stamp

Buko can provide a master stamp for you.

This is made using a conical milling cutter, not by laser engraving. An official stamp always has a barrel shape that lies in the depth.

The name, initials, and/or design are positioned on top.

After being pressed into a metal plate, the symbol of the stamp must correspond as accurately as possible to the accepted design and be visible in relief.

The height of the barrel shape is 1.5 mm. Please bear in mind that everything is scaled down, meaning that overly fine details are no longer achievable.

We only need a clear black and white drawing (preferably in PDF) of the design.

STEP 5 Returning the official plate

Along with the master stamp, you will receive the official copper plate measuring 6 x 6 cm, featuring the imprint of your stamp three times. You must return the official plate to the Royal Mint of Belgium. The complete registration procedure is normally also provided by the Royal Mint itself.

Delivery time: 3 to 4 weeks