

Draft Guidelines for Filing a Geographical Indication (GI) Application

A Step-by-Step Guide for Producer Communities, Associations and Organizations



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Preamble

A Geographical Indication, or GI, protects products that are closely connected with a particular place. The product may be known for its quality, special features, traditional production methods, or long-standing reputation. These qualities may come from the area's natural conditions, such as soil, climate or water, as well as from the skills and knowledge of local producers. A GI is a **shared community right**. It does not belong to one person or one business. It protects the interests of all genuine producers in the recognised geographical area who adhere to the approved product standards.

The GI registration helps prevent others from using the product name for goods that are not genuine or do not meet the required quality. It helps buyers identify authentic products, protects traditional knowledge and skills, and can improve market opportunities and income for local producer communities.

This guide is meant for anyone considering a GI application before the Geographical Indications Registry, India. It can be used by farmers, artisans, producer groups, associations, cooperatives, trusts, producer companies, government departments, non-government organisations, facilitators and other organisations that represent producers.

A good GI application needs the involvement of the producer community. It should clearly show where the product comes from, why it is special, how it is made, and why its reputation is linked to that particular area. The application should also include reliable evidence, a clear description of the product, a map of the GI area and a system for maintaining quality after registration.

From Local Identity to Legal Protection

India has many products whose value comes from their place of origin and the knowledge, skill and effort of local communities. These may include farm products, natural goods, handicrafts, textiles, industrial goods, food stuff and other manufactured products. A GI gives legal protection to the special link between the product, its place of origin and the people who make it.

This guide explains the main steps for filing a GI application in simple language. It covers product identification, formation of a producer body, proof of origin and reputation, identification of the geographical area, product standards, quality checks, filing of documents, examination, publication, opposition and registration.

Who Can Apply for a GI?

A Geographical Indication application is generally filed by a body that represents the interests of the producers of the concerned product. Since a GI is a community intellectual property right, an individual producer normally does not apply for registration of the GI name in a personal capacity.

Under Section 11(1) of the *Geographical Indications of Goods (Registration and Protection) Act, 1999*, an application may be filed by an association of persons or producers, or by an organisation or authority established under law, if it represents the interests of the producers of the goods.

The applicant may be:

- An association or society of producers
- A cooperative society or a trust engaged with the community
- A farmer producer organisation (FPO)
- An artisan-run producer company or another representative organisation
- A commodity board or development board
- A non-government organisation working with the producer community
- An export-promotion body or similar institution

The applicant should show that it genuinely represents the artisans/farmers or the producer community and will protect the interests of local producers. For this purpose, it must submit documents demonstrating its legal status, such as registration certificates, memorandum or

constitution, and bye-laws, articles of association, etc. A notarised affidavit should also explain how the applicant represents and safeguards the producers' interests. Where there are several producer associations in the same area, they may form an umbrella organisation so that the GI application fairly and effectively represents the wider producer community.

(A) Pre-Requisites for Filing a GI Application

Before filing an application, first check whether the product is suitable for Geographical Indication protection. A product can be considered for GI registration when it has a clear connection with a particular geographical area and with the people who produce it.

1. Identify the Product

The proposed product should meet the following six basic conditions:

1. **Connection with a geographical area:** The product should originate from a specific region, district, locality or other identifiable geographical area.
2. **Link between the product and the place:** There should be a clear connection between the product and its geographical area. This connection may be:
 - **Direct**, where the name includes the place of origin, such as a product identified by its region or town; or
 - **Indirect**, where the product name itself is traditionally known to indicate a particular place.
3. **Reputation:** The product should have an established reputation. Its reputation may be local, national or international.
4. **Historical origin:** There should be evidence that the product has been made, grown or associated with the area for a significant period.
5. **Uniqueness and quality:** The product should have distinctive features that set it apart from similar products. The producer community should also be able to consistently maintain the required quality.
6. **Producer community:** A community of producers should be involved in making, growing, processing or preparing the product. Their traditional knowledge, skills and practices are important to the GI claim.

A product should satisfy all these conditions to build a strong case for GI registration.

2. Types of Goods Eligible for GI Protection

GI protection may be available for agricultural goods, natural goods and manufactured goods that have the required connection with their geographical origin.

(a) Agricultural Goods

These include products connected with:

- Agriculture
- Horticulture
- Floriculture
- Sericulture
- Apiculture
- Forest produce
- Timber and timber-based goods

(b) Natural Goods

These are goods found in nature and linked to a particular geographical area. Examples may include:

- Water-based or aquatic resources
- Minerals
- Stone
- Granite

(c) Manufactured Goods

Manufactured goods may include products made or processed by people using local skills, materials or traditional methods. Major categories include:

1. **Handicrafts:** Examples include pottery, wood carving, stone carving and metalwork.
2. **Textiles:** Examples include yarn, raw fibre, lace, embroidery, handloom products and powerloom products.
3. **Industrial Goods:** Examples include tools and machinery.

4. **Foodstuffs:** Examples include ready-to-eat foods, confectionery, bakery products, snacks, meat and meat-based products.
5. **Non-Alcoholic and Alcoholic Beverages:** Examples include wines, beer, spirits, fruit drinks and juices.

3. Choosing the Name of the Product

The name proposed for a Geographical Indication should be an existing name that is already known and popularly used by people in the area where it is produced. Applicants must be cautioned that the name should not be a new or invented name created solely for filing the GI application. The name may combine a place name with a traditional product name, or may use a symbol or picture that clearly suggests the place of origin. The most important point is that the name should help people connect the product with its geographical origin and its established reputation.

Types of GI Names

There are two common types of GI names:

1. **Direct GI Name:** A direct GI name clearly includes the name of the place where the product comes from. The place name may appear before or after the product name. Examples: Nagpur Orange, Tirupathi Laddu, Banaras Brocades and Sarees, Kashmir Pashmina, and Muga Silk of Assam.
2. **Indirect GI Name:** An indirect GI name may not include the name of the place. However, people recognise the name as being connected with a particular product and its place of origin. Examples: Basmati, Feni, Phulkari and Alphonso.

The Name and the GI Area

The GI name does not always have to be exactly the same as the name of the geographical area mentioned in the application. For example, a product may be known by a city's name, but the actual production area may include nearby villages or a larger surrounding region.

Similarly, a product may be associated with the name of a larger area, such as a state or country, even though it is produced only in a smaller part of that area. The application should clearly identify the actual production area and explain how it relates to the product.

Choose the Name Carefully

The name should be selected with care because it carries the product's reputation. A well-known town, city or region helps buyers recognise the product and add value to it, especially where the place is already known for its culture, craft, tourism or local heritage.

Deciding the GI Area

The GI area should be determined based on where the product has traditionally been made or grown and where the special skills, natural conditions or local practices exist. It should not be decided solely by district, state or other administrative boundaries. Such boundaries may be used only when they genuinely reflect the product's history, culture, natural conditions or production area.

4. Who Are the Producers?

The local community is to identify the actual number of producers practising the craft/producing the product for which they seek GI protection, and to identify the community involved, primarily in the production process, and their traditional and hereditary skills, which they possess or have been passed down through generations.

5. Organisation of Producers

- Organising producers for the formation of the association of producers. The association of producers needs to represent the interests of producers of the goods in question.
- Producers can be organised together by forming a trust, an association, a society or a farmer producer company.
- If there exist more than two or three associations of producers, it is suggested to form an umbrella organisation.

Section 11(1) of the Geographical Indications of Goods (Registration & Protection) Act, 1999 provides for who can become an applicant or file an application for a GI.

As per Section 11(1):

“Any association of persons or producers or any organisation or authority established by or under any law for the time being in force representing the interest of the producers of the concerned goods, who are desirous of registering a geographical

indication in relation to such goods shall apply in writing to the Registrar in such form and in such manner and accompanied by such fees as may be prescribed for the registration of the geographical indication.”

Accordingly, any association of persons or producers or any organisation or authority established by or under any law for the time being in force, representing the interest of the producers of the concerned goods, who are desirous of registering a geographical indication in relation to such goods, may apply.

The expression “authority” has different dimensions, and the term is wide enough to include all bodies created by statute on which powers are conferred to carry out governmental or quasi-governmental functions. It thus includes all constitutional and statutory authorities to whom powers are conferred by law, including even autonomous bodies, regardless of whether they are under the control of the Government.

Examples: Commodity boards — such as Coffee Board, Tea Board, Spice Board & Coir Board, Handicraft Development Boards/Commissionerate, Producer Company, Non-Government Organisation, Trust, Export Promotion Board or Council, and Government Companies.

6. Specification & Description of Product

Specification

The specification must describe the characteristics of the GI product attributable to its geographical origin, thereby justifying the link between the product and the territory (the same product cannot be produced elsewhere). It must explain how a given quality (the specific attributes that make the product different from others of the same category), a reputation (history of the product, past reputation, current reputation) or other characteristics (for instance, know-how) are linked to the origin.

It has to include measurable characteristics (chemical composition, shape, taste, colour, etc.) that are traceable to the final product. Moreover, it has to include elements that are not necessarily noticeable in the final product but that contribute to the above-mentioned characteristics and image of the product: for example, biological resources (plant varieties), agricultural practices, maximum yields and the duration of ripening/seasoning.

Description

The description of the product may/should include the raw material, the main physical (shape, weight, appearance, consistency), chemical (presence/absence of additives, residues and so on), microbiological (use of such and such ferments, presence of germs) and/or organoleptic (smell, taste, texture, colour, visual and sensory profile) characteristics of the product. The actual presentation of the product, in the case of meat (fresh, frozen or preserved), may also be subject to description.

The description of the product includes:

- Raw materials
- Physical characteristics (shape, appearance, etc.) and presentations (fresh, preserved, etc.)
- Chemical characteristics (additives, etc.)
- Microbiological characteristics (use of ferments, presence of germs, etc.)
- Organoleptic characteristics (flavour, texture, colour, sensory profile, aromas, taste, etc.)
- Processing methods (for processed products) — for all stages taking place in the territory concerned, including production processes, techniques and technical criteria
- For agricultural products: varieties, harvesting, storage, etc.

7. Geographical Area of Production and Its Link with the Product

For a GI application, it is important to clearly identify the area where the product is made, grown or processed. This is called the GI production area. The application should explain why the product is special in this particular area.

The connection between the product and the place may come from:

- **Natural factors**, such as soil, water, climate, rainfall, altitude or landscape.
- **Human factors**, such as the traditional skills, knowledge, methods and practices of local producers.

For example, a craft may be special because artisans in an area have used a particular method for generations. Similarly, an agricultural product may have a special taste or quality because of the local soil, water and climate.

Define the GI Area Clearly

The GI area should be clearly shown on a map. The application should explain the exact villages, towns, districts or regions included in the GI area. If any place is included or left out, the reason should also be clearly stated and supported by documents or other evidence.

The GI area should not be decided only by district, state or other administrative boundaries. It should be based on the real connection between the product and the place where it has traditionally been made or grown.

Consider the Product's History

The production area may have changed over time. It may have expanded to nearby areas or become limited to a smaller area due to changes in trade, demand, raw material availability or other conditions. Therefore, the product's history should be carefully reviewed before fixing the GI area.

It is often useful to identify the core area where the product has been produced consistently for many years. This area may have the strongest connection with the product's traditional methods, special quality and reputation. The GI area may also include nearby places where the product can genuinely be made using the same local conditions and practices.

What Should Be Considered?

When deciding the GI area, consider the following four points:

1. **Natural conditions:** Soil, climate, water supply, altitude, landscape and other physical features of the area.
2. **Local practices:** Methods of cultivation, raw materials or varieties used, harvesting methods, processing methods and other traditional practices.
3. **History and reputation:** Evidence that the product has been made in the area over time and is known for its connection with that area.
4. **Location of producers:** The places where current producers work, as well as nearby places where genuine producers may be able to follow the same traditional practices and quality standards.

A properly defined GI area helps protect genuine producers, prevents misuse of the product name and ensures that consumers receive an authentic product.

8. Proof of Origin and Historical Evidence

A GI application must show that the product has a real and long-standing connection with the geographical area. The product's history is important because it helps establish that the name, method of making the product and reputation have developed in that place over time. The applicant should prepare a clear record of the product's history. This record should explain:

- When and where the product was first made, grown or used.
- How the product name came into use.
- How the product was traditionally made, processed or prepared.
- How the skills and knowledge of local producers have been passed down from one generation to the next.
- Why the product is known and valued locally and beyond.

Documents That Can Be Used

The application should include reliable documents that connect the product and its name with the geographical area. Useful evidence may include:

- Gazetteers and official records
- Published books, research reports and old documents
- Newspaper or magazine articles
- Historical records, local laws or government documents
- Old labels, advertisements, catalogues, photographs or sales records
- Traditional recipes, craft records or other documents describing the method of production
- References in literature or scientific publications
- Oral statements, stories and testimonies from experienced artisans, farmers, elders or other knowledgeable persons, where written records are not available

Whenever information is taken from a book, article, manuscript or other document, the application should mention the full reference and attach a readable copy of the relevant material. This helps the GI Registry verify the information.

Why Historical Evidence Matters

Historical evidence shows that the product is not simply a new item made in the area. It demonstrates that the product's reputation, traditional skills and local identity have grown over time. It also helps explain how the product and its production practices have developed while remaining connected to the same geographical area.

Strong proof of origin protects the reputation of genuine producers and helps buyers understand why the product is special to that area.

9. Method of Production

The method of production explains how the GI product is made, grown, processed and prepared. It is important because the product's reputation depends on genuine producers adhering to the traditional practices and quality standards that make it special.

A GI is a shared community asset. Every producer who uses the GI name has a responsibility to maintain its quality and reputation. If producers follow the agreed standards, the value and trust associated with the GI can grow. If products of poor or different quality are sold under the GI name, the reputation of the entire producer community may be harmed.

Therefore, the producer group should establish clear, common rules for producing the product. These rules should describe what makes the product different from similar products and how its quality will be maintained.

What the Product Description Should Include

The application should clearly describe, wherever relevant:

- **Raw materials:** The materials, ingredients, fibres, crops, natural resources or other inputs used.
- **Physical features:** The product's shape, size, weight, appearance, design, finish or form.
- **Form of sale:** Whether the product is sold fresh, dried, preserved, processed or in another form.
- **Chemical features:** Any permitted ingredients, additives, residues or chemical properties that are important to the product.
- **Biological features:** Where relevant, details such as fermentation, useful micro-organisms or other biological processes.
- **Sensory features:** The product's colour, aroma, flavour, taste, texture, feel and other qualities that can be seen, touched, smelled or tasted.
- **Production process:** Each important stage of making the product, from sourcing raw materials to processing, finishing and storage.

- **Final presentation:** How the product is packed, labelled and presented to buyers.

The description should be practical and clear enough for producers, buyers and inspectors to understand what a genuine GI product should be like. It should also ensure that all authorised producers follow the same basic standards.

10. Uniqueness of the Product

The GI application should clearly explain what makes the product special and different from similar products made elsewhere. This is known as the product's uniqueness.

The description should be based on facts that can be checked. It should explain the special raw materials, traditional skills, methods of production, design, appearance, quality, taste, texture or other features that give the product its identity. It should also show how these special features are linked to the geographical area and the knowledge of the local producer community.

11. Inspection Body and Quality Control

A GI is valuable only when people can trust that products sold under its name are genuine and meet the agreed quality standards. For this reason, the producer community should set common rules for the production, processing, packaging and sale of the GI product.

These common rules help to:

- Clearly identify what a genuine GI product is.
- Ensure that all producers follow the agreed production practices.
- Stop the sale of products that are of lower quality or are made differently but use the GI name.
- Protect the product's reputation and the income of genuine producers.
- Give buyers confidence that the product truly comes from the recognised GI area.

Role of the Inspection Body

An inspection body is the organisation or arrangement that checks whether producers follow the product specification and other GI rules. It may also provide certification or other information to show that the product meets the required standards.

The inspection system should be suitable for the product, the local market and the producer community. In small local markets, buyers may know the producers personally. However, when

products are sold in distant markets, online or to a larger number of customers, a more organised checking system is needed to maintain trust.

What Should Be Checked?

The inspection body or quality-control system should verify three main things:

1. **Raw materials and production process:** Whether the producer uses the approved materials and follows the production methods described in the Statement of Practice or product specification.
2. **Traceability:** Whether records show that the product has come from the recognised GI area and from a genuine producer.
3. **Final product:** Whether the finished product meets the required standards for quality, appearance, labelling, packing, taste, texture or other relevant features.

Keeping Records for Traceability

Traceability means being able to show where a product came from and who made it. It can begin with simple records maintained by producers and the GI association.

For example, producers may record the quantities and types of products produced and sold in a register or logbook provided by the GI association. Registered buyers can sign the record when they purchase the product. A delivery certificate, signed by both the producer and buyer, may also be issued and kept as proof of the source of supply. These records can help to confirm that the product is genuine and comes from the notified GI area.

(B) Checklist of Documents for a GI Application

Before filing the GI application, ensure that all required documents are complete, correct and signed. The following checklist is based on the requirements stated in the applicable GI Act, Rules and current GI Registry requirements.

1. **Appropriate GI Application Form:** Select the appropriate GI application and submit it in the prescribed manner. A suitable type of Form GI-1 is to be used. The applicant or their authorised agent must sign it.

2. **Statement of Case:** Attach a Statement of Case explaining the product, its geographical origin, special qualities, reputation and link with the area. The applicant or authorised agent must sign it.
3. **Proof of Legal Status of the Applicant:** Provide documents showing that the applicant organisation is legally established. These may include the registration certificate, constitution, memorandum, articles of association, trust deed or bye-laws.
4. **Applicant's Full Details:** Provide the full name and address of the applicant, along with nationality, email address, telephone number and other contact details needed for identification.
5. **Statement of Use:** Provide details of how long the GI name has been used, who has used it and for which goods. Submit an affidavit confirming this information, along with supporting material such as labels, photographs, advertisements, sales information and details of the geographical area where the name is used.
6. **Proof of Origin and History:** Submit documents demonstrating the product's historical connection to the geographical area and its use of the name. Examples include gazetteers, books, government records, research papers, historical documents and other reliable publications. Give complete references and attach copies of the relevant pages or documents.
7. **Additional Representation:** Submit the required additional representation containing the GI name, applicant's name and address, goods, class of goods, product specification and period of use.
8. **Translation, if Required:** If the GI name or any word in the application is in a language other than Hindi or English, provide an accurate translation and state the language. The GI Registry may ask for this translation to be endorsed and signed.
9. **Affidavit Showing Producer Representation:** Submit an affidavit explaining how the applicant represents and protects the interests of the producer community, association or organisation connected with the proposed GI.
10. **Certified Map of the GI Area:** Submit certified copies of the map showing the territory, region or locality covered by the GI. The map should clearly mention its title, publisher and date of issue.

(C) Requirements for Filing a GI Application

A GI application should contain complete information about the product, the producer community and the geographical area. The applicant should collect the following information and documents before filing.

1. **Name and Logo of the GI:** Provide the existing name of the product proposed for GI registration. A logo may also be submitted alongside the GI name to help people identify the genuine product and strengthen GI protection.
2. **Details of the Applicant:** Provide the applicant's full name and address. Attach documents showing that the producer association or applicant body is legally registered, such as its registration certificate, memorandum, articles of association, constitution, trust deed or bye-laws.
3. **Name and Class of Goods:** Clearly state the name of the product and its correct category or class under the GI system. Goods may include agricultural goods, natural goods, handicrafts, industrial goods, manufactured goods or foodstuffs. The classification should follow the categories specified in the GI Act and Rules.
4. **GI Area and Certified Map:** Clearly define the area where the product is made, grown or processed. Submit three certified copies of the map issued by a competent authority. The map should show the geographical area, including relevant longitude and latitude details where required.
5. **Affidavit Representing Producers:** Submit an original notarised affidavit explaining how the applicant represents and will protect the interests of the producers of the proposed GI product. The affidavit should also mention the approximate annual turnover connected with the product and include the date, month and year of execution.
6. **Proof of Origin:** Give a brief account of the product's origin and development over time. Attach documents that support its history and the use of its name, such as gazetteers, books, official records and other reliable publications.
7. **Method of Production:** Describe the good production practices followed by producers in the GI area. Explain the sequence of production, quality standards and traditional skills or features that make the product special.

8. **Product Specification and Description:** Provide a detailed but clear description of the product. This should cover its key features, materials, production methods, quality requirements and technical details, where relevant.
9. **Uniqueness of the Product:** Explain the special characteristics that make the product different from similar goods. Describe the skills, knowledge and workmanship of the local producers that contribute to its unique identity.
10. **Details of the Inspection Body:** Provide details of the inspection body or quality-control arrangement that will monitor the use of the GI name. The system should help ensure that products continue to meet the approved standards and that the GI is not misused.

(D) Procedure for Filing a GI Application Online

After preparing all the required documents and evidence, the applicant may file the Geographical Indication (GI) application through the online mode (<https://ipindia.gov.in>) by following the steps given below:

1. **Registration:** The applicant shall first register on the GI e-Filing Portal by providing the required basic details.
2. **Account Verification:** Verify the registered account using the Mobile/Email OTP.
3. **Login:** Log in to the GI e-Filing Portal using the registered credentials.
4. **Selection of Form and Language:** Select the appropriate form and choose the preferred language, i.e., English or Hindi.
5. **Filling of Application:** Enter all the required details in the selected form. The applicant should keep all necessary documents and information ready as specified under “Requirements for Filing a GI Application.”
6. **Upload and Preview:** Upload the required documents and preview the application and the generated form to verify the information entered.
7. **e-Sign:** Proceed with e-Sign of the digitally generated form.
8. **Payment of Official Fee:** Click on “Next” to proceed to the payment page. The applicable official fee shall be calculated automatically by the system. The applicant may make the payment using the available payment options, such as Credit Card, Debit Card, UPI, etc.

9. **Acknowledgement and Processing:** Upon successful submission and payment, an acknowledgement will be generated. The application will thereafter be forwarded to the GI Registry for further processing.

Annexure-I of this document provides the step-by-step GI e-filing Quick Guide.

Important: The application must be submitted in the prescribed form and with the required fee.

1. Prescribed Forms and Fee of the Application

- Use the prescribed GI application forms, GI-1A to GI-1D, as applicable.
- Pay the prescribed fee of Rs. 1,000 for each class of goods, as stated in the attached guideline.

2. Selection of Language and Filing the Form in Dual Language

The applicant shall select the primary language and fill in the form in the selected language. The selected primary language will be displayed on the left side of the screen, while the corresponding entries will be automatically translated into the secondary language using the auto-transliteration tool.

If the applicant wishes to modify the automatically generated translation, the translated text may be edited using a physical or on-screen keyboard.

3. Sign the Application

The appropriate person must sign the GI application. This may be:

- A registered GI agent.
- An authorised signatory of the producer association.
- For a company, organisation or authority: the Chief Executive, Managing Director, President, Secretary or another principal officer authorised to sign on its behalf.

4. File the Application

The application may be filed online or via physical mode with the Geographical Indications Registry at the Intellectual Property Office Building, G.S.T. Road, Guindy, Chennai – 600 032. A new e-filing service will be available from 15 September 2026 and will also offer online tracking of applications.

5. Preliminary Examination

After receiving the application, the GI Registry checks whether the form, documents and other requirements are complete. If any information or documents are missing, the Registry issues a preliminary examination report and asks the applicant to correct the deficiencies.

The applicant should submit a complete reply with the required documents. If the reply is incomplete or does not address the issues raised, the Registry may schedule a show-cause hearing, allowing the applicant to explain the case and make further submissions.

6. Review by Experts

After the preliminary requirements are met, the Registrar may form a Consultative Group of up to seven experts with knowledge of the relevant product or field. The group reviews the application and supporting evidence to check whether the claims about the product, its origin and its special features are correct.

The applicant may be asked to make a presentation before this group. Based on the group's recommendations, the Registry may issue an examination report and ask the applicant to provide clarifications, corrections or additional documents within the specified period.

7. Publication and Opposition

Once the application is accepted, it is published in the GI Journal. This makes the application available to the public. Any person who believes that the GI should not be registered may file an opposition within the permitted period.

8. Registration and Renewal

If no opposition is filed within the prescribed period, or if an opposition is decided in favour of the applicant, the GI is registered. The registration takes effect on the date the application is filed, and a registration certificate is issued.

Currently, under the GI Act, a **GI registration is valid for 10 years**. It can be renewed periodically by following the applicable renewal process.

(E) Processing of a GI Application in the GI Registry

After a GI application is filed, it passes through several stages at the Geographical Indications Registry. The process checks whether the application is complete, whether the claims are supported by evidence and whether the GI can be registered.

Stage 1: Filing and Receipt

The applicant, GI agent or facilitator submits the physical GI application with a covering letter and all supporting documents. The Registry gives the application a unique GI number, such as GI-124, and informs the applicant or agent that the application has been received.

For online applications, acknowledgement regarding submission of the application and payment of the fee will be received automatically. The application number will be generated and informed to the applicant via SMS/email.

Stage 2: Scanning and Data Entry

The Registry scans the application and documents into a digital format. It enters and checks all details given in the application form and Statement of Case. After this basic verification, the application is sent for a formality check.

Stage 3: Formality Check

An authorised officer examines the application, Statement of Case and supporting documents to check whether they meet the requirements of the GI Act and Rules. If information, signatures or documents are missing, the Registry sends a formal report explaining what needs to be corrected or submitted.

Stage 4: Reply to the Formality Report

The applicant or agent must reply and provide any missing information or documents. The Registry reviews the reply. If all requirements are met, the application moves to expert review. If the reply is

incomplete, the Registry may call the applicant for a show-cause hearing to explain the case and address the remaining issues.

Stage 5: Review by Experts

The Registrar may form a Consultative Group of up to seven experts. The Registrar of Geographical Indications heads the group and may include officials and specialists with relevant academic, technical, industry or subject knowledge.

The experts examine whether the information in the GI application and Statement of Case is accurate. They may recommend changes, corrections or additional evidence.

Stage 6: Examination Report

The applicant may be asked to make a presentation about the product before the expert group. The group submits its recommendations to the Registrar, generally within three months of its formation.

Based on these recommendations, the Registrar may accept the application, accept it subject to changes or conditions, or raise objections. The Registry then issues an examination report requesting that the applicant provide a reply, corrections or additional documents as needed.

Stage 7: Reply to Examination Report

The applicant or agent submits a complete reply to the examination report. The Registry reviews the response and documents. If the requirements are met and the application is accepted, it proceeds to publication in the GI Journal.

Stage 7A: Show-Cause Hearing, If Needed

A show-cause hearing may be scheduled if the Registry's objections remain unresolved after reviewing the reply. This allows the applicant to explain the application and make submissions personally, through an agent or by the mode permitted by the Registry.

The Registry sends the hearing notice in advance. After the hearing, the decision is communicated to the applicant or authorised agent by email and post, and the order may also be made available on the relevant website.

Stage 8: Publication in GI Journal

Once the application is accepted, it is advertised in the GI Journal, ordinarily within three months. The advertisement remains open for four months from the date of publication or re-publication. During this period, any person may file an opposition to the registration.

Stage 9: Registration

If no opposition is filed within the four months, the application can proceed to registration. If an opposition is filed but decided in favour of the applicant, the application can also move to registration. The application will be registered unless the applicant withdraws it, or the acceptance or advertisement is withdrawn or cancelled by the competent authority.

Who Can Be Contacted for Further Doubts?

For any further information on GI application filing, status updates on already filed applications, or any queries about the examination report or deficiencies received in your application, the Open House sessions are conducted by O/o CGPDTM every working Friday. The link for joining the open house sessions is given below:

<https://ipindia.gov.in/grievance-suggestion>

You can also write on the Open House Helpdesk Portal:

<https://iprsearch.ipindia.gov.in/openhousehelpdesk/Login/login>

Optionally, you can also call on Toll Free No. **1800-110-989** between 10:00 a.m. and 6:00 p.m., except on Government holidays, or write an email to **ipo-helpdesk@nic.in**

Annexure-I



बौद्धिक संपदा भारत
Intellectual Property INDIA

2026

भारत सरकार

वाणिज्य और उद्योग मंत्रालय

कार्यालय महानियंत्रक एकस्व, अभिकल्प एवं व्यापार चिन्ह

बौद्धिक संपदा भवन, प्लॉट संख्या 32, द्वारका सेक्टर-14, नई दिल्ली – 110078

Government of India
Ministry of Commerce and Industry
Office of Controller General Patents, Designs & Trade Marks
Bouddhik Sampada Bhawan, Plot No. 32, Sector 14
Dwarka, New Delhi-110078

10-Step Quick Guide

Registration → Login → Form Filing → Documents → e-Sign → Payment

1

Register on the Portal

Click 'New User Registration' and select your account type: Applicant, Facilitator, GI Agent, or Attorney/Advocate.

The screenshot shows the 'New User Registration' page of the Geographical Indications e-Filing Portal. The header includes the Government of India emblem, the text 'कार्यालय महानियंत्रक एकस्व, अभिकल्प एवं व्यापार चिह्न' (Office of Controller General of Patents, Designs & Trade Marks), and the 'भौगोलिक उपदर्शन' (Geographical Indications) logo. The main content area features a dark blue box with the title 'New User Registration / नया उपयोगकर्ता पंजीकरण' and a dropdown menu labeled 'Register As / पंजीकरण के रूप में *'. The dropdown menu is currently set to '-- Select Option -- / -- विकल्प चुनें --'. Below the dropdown is a button labeled 'Back to Sign In / साइन इन पर वापस जाएं'.

Designed and Developed by O/o Controller General of Patents Design & Trade Marks

New User Registration — select account type

2

Verify & Create Login

Fill in your applicant details, verify your email with OTP, then set up your User ID and password.

Registration Form / पंजीकरण फॉर्म
Change Role / भूमिका बदलें

Role / भूमिका: Applicant / आवेदक

APPLICANT DETAILS / आवेदक का विवरण

English

Applicant Name *
Enter Applicant Name

Country
India
Pincode *
6-digit Pincode (e.g. 110001)

State *
State
District *
City / District

Applicant Address *
Enter Full Applicant Address

हिंदी

आवेदक का नाम *
आवेदक का नाम भरें

पिनकोड *
पिनकोड (जैसे 110001)

राज्य *
राज्य
जिला *
जिला

आवेदक का पता *
आवेदक का पता भरें

Phone No / फोन नंबर *
Phone Number

Email / ईमेल *
Email Address

User Detail's / उपयोगकर्ता विवरण

User ID / उपयोगकर्ता आईडी *

Alternate Phone No / वैकल्पिक फोन नंबर
Alt Phone/Mobile No

Alternate Email / वैकल्पिक ईमेल
Alternative Email Address

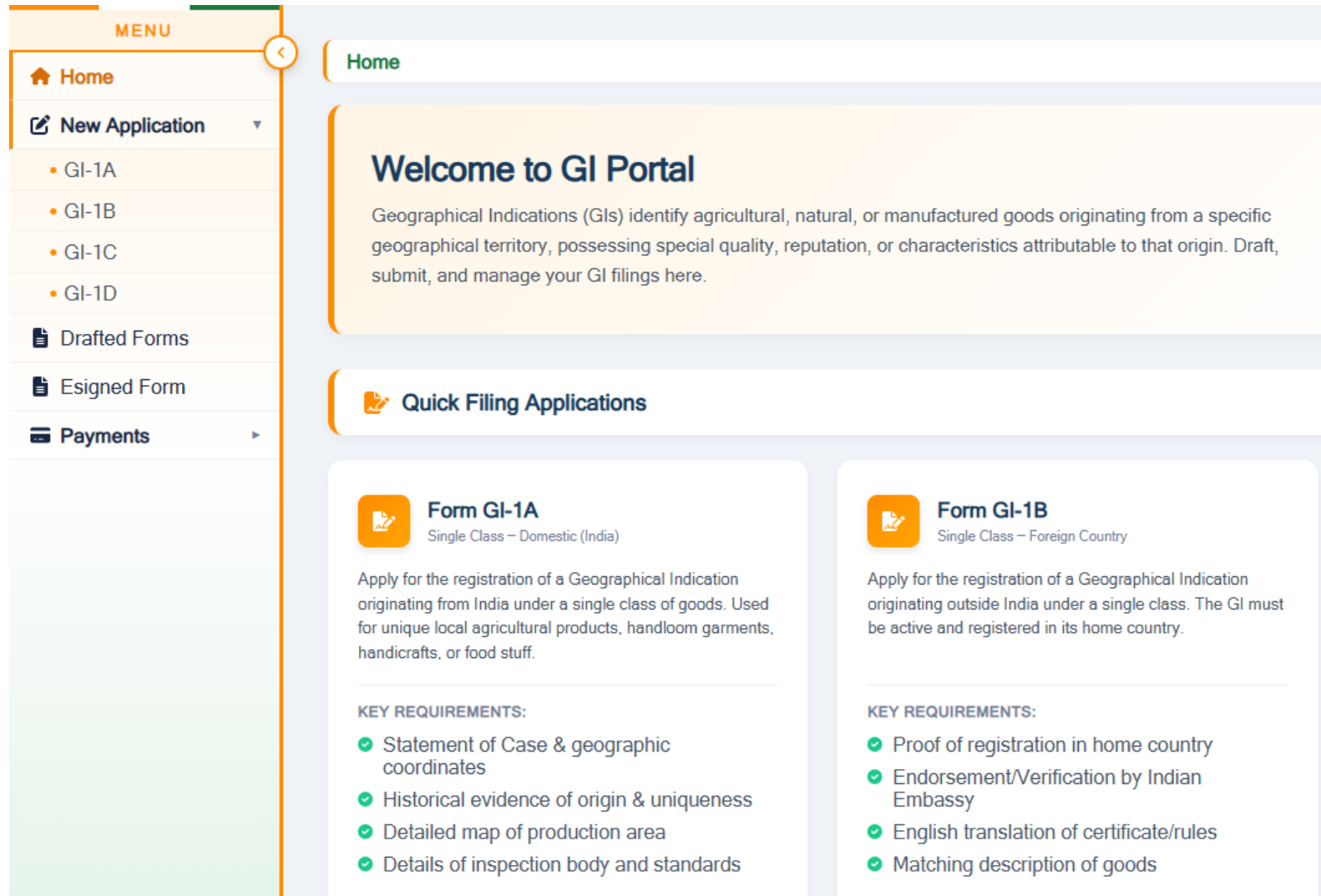
Send OTP

Registration Form — details, OTP verification and User ID

3

Log In to Your Dashboard

Sign in with your User ID and password. The left-hand menu opens with Home, New Application, Drafted Forms, and Payments.



The screenshot displays the dashboard of the GI e-Filing Portal. On the left is a vertical menu with the following items: Home, New Application (with a dropdown arrow), Drafted Forms, Esigned Form, and Payments (with a right-pointing arrow). The 'New Application' dropdown is expanded, showing four options: GI-1A, GI-1B, GI-1C, and GI-1D. The main content area is titled 'Home' and features a large orange banner with the text 'Welcome to GI Portal' and a paragraph explaining that Geographical Indications (GIs) identify agricultural, natural, or manufactured goods originating from a specific geographical territory. Below this banner is a section titled 'Quick Filing Applications' which contains two cards. The first card is for 'Form GI-1A' (Single Class – Domestic (India)) and the second is for 'Form GI-1B' (Single Class – Foreign Country). Each card includes a description of the form and a list of 'KEY REQUIREMENTS'.

MENU

- Home
- New Application
 - GI-1A
 - GI-1B
 - GI-1C
 - GI-1D
- Drafted Forms
- Esigned Form
- Payments

Home

Welcome to GI Portal

Geographical Indications (GIs) identify agricultural, natural, or manufactured goods originating from a specific geographical territory, possessing special quality, reputation, or characteristics attributable to that origin. Draft, submit, and manage your GI filings here.

Quick Filing Applications



Form GI-1A
Single Class – Domestic (India)

Apply for the registration of a Geographical Indication originating from India under a single class of goods. Used for unique local agricultural products, handloom garments, handicrafts, or food stuff.

KEY REQUIREMENTS:

- Statement of Case & geographic coordinates
- Historical evidence of origin & uniqueness
- Detailed map of production area
- Details of inspection body and standards



Form GI-1B
Single Class – Foreign Country

Apply for the registration of a Geographical Indication originating outside India under a single class. The GI must be active and registered in its home country.

KEY REQUIREMENTS:

- Proof of registration in home country
- Endorsement/Verification by Indian Embassy
- English translation of certificate/rules
- Matching description of goods

Dashboard left-hand menu

4

Choose the Right Form

GI-1A — Indian applicant, Single Class

GI-1B — Foreign applicant, Single Class

GI-1C — Indian applicant, Multiple Class

GI-1D — Foreign applicant, Multiple Class

Home > GI Filing Portal

Dashboard > Quick Form Filing > **GI Form 1A**

Application Payment Completed

English हिंदी

Details of Geographical Indication / भौगोलिक संकेत का विवरण

Application Type *

☒ Home Country ☐ Convention / Foreign Country

Do you want to register GI in? *

☒ Single Class ☐ Multiple Class

1. Application is hereby made for registration of the accompanying geographical indication in Part A of the Register, furnishing the following particulars:

Type of Goods *

Select Goods

Class [View Class Details \(PDF\)](#)

e.g. 33

Description of Goods *

आवेदन का प्रकार *

☒ स्वदेशी (गृह देश) ☐ कन्वेंशन / फोरेन देश

क्या आप भौगोलिक संकेत (GI) को पंजीकृत करना चाहते हैं? *

☒ एकल वर्ग ☐ बहु वर्ग

1. उक्त भौगोलिक उपदर्शन को रजिस्टर के भाग क में पंजीकृत करने हेतु निम्नलिखित विवरण के साथ आवेदन किया जाता है:

वस्तुओं का प्रकार *

वस्तु चुनें

वर्ग [वर्ग विवरण देखें \(PDF\)](#)

जैसे 33

वस्तुओं का विवरण *

GI Form 1A — Application progress tracker

5

Select Application Type & Class

Choose Home Country or Convention/Foreign Country, then Single or Multiple Class, and enter the Type of Goods and Description.

Details of Geographical Indication / भौगोलिक संकेत का विवरण	
Application Type * ☐ Home Country ☒ Convention / Foreign Country	आवेदन का प्रकार * ☐ स्वदेशी (गृह देश) ☒ कन्वेंशन / फोरेन देश
Do you want to register GI in? * ☐ Single Class ☒ Multiple Class	क्या आप भौगोलिक संकेत (GI) को पंजीकृत करना चाहते हैं? * ☐ एकल वर्ग ☒ बहु वर्ग
1. Application is hereby made for registration of the accompanying geographical indication in Part A of the Register, furnishing the following particulars: Type of Goods * Select Goods	1. उक्त भौगोलिक उपदर्शन को रजिस्टर के भाग क में पंजीकृत करने हेतु निम्नलिखित विवरण के साथ आवेदन किया जाता है: वस्तुओं का प्रकार * वस्तु चुने
Classes & Description View Class Details (PDF) Class & Description #1 Class * e.g. 33 Description of Goods * Enter description of goods (max 200 words)...	वर्ग और विवरण युग्म वर्ग विवरण देखें (PDF) वर्ग और विवरण युग्म #1 वर्ग * जैसे 33 वस्तुओं का विवरण * वस्तुओं का विवरण दर्ज करें (अधिकतम 200 शब्द)...
+ Add More Class & Description / अधिक वर्ग और विवरण जोड़ें	+ Add More Class & Description / और वर्ग व विवरण जोड़ें

Application Type: Convention/Foreign Country, Multiple Class

6

Upload GI Logo & Save Details

Upload the GI logo (PDF/JPEG/PNG, max 8 MB) and click 'Save Details of GI' before adding applicants.

Logo of Geographical Indication / भौगोलिक संकेत का लोगो
(Upload only PDF, JPEG or PNG | Max size: 8 MB / केवल पीडीएफ, जेपीईजी या पीएनजी अपलोड करें | अधिकतम साइज़: 8 MB)

⬆️ Drag & drop file here, or click to browse (Only JPG, JPEG, PNG, PDF files | Max size: 8 MB)

Save Details of GI / भौगोलिक संकेत का विवरण सहेजें

Applicant Details / आवेदक का विवरण

● Applicants / आवेदक 0 Added

+ Add Applicant / आवेदक जोड़ें

No applicant added yet. Click "+ Add Applicant" to begin.

Essential Documents

Important Note: All documents must be uploaded in PDF format only. Maximum file size allowed is 8 MB per document.

Document Type	Content *
1. List of association of persons/ producers/ organisation/ authority *	Add Content / कंटेंट जोड़ें
2. Specification of Goods *	Add Content / कंटेंट जोड़ें
3. Description of the goods *	Add Content / कंटेंट जोड़ें

Logo upload and Save Details of GI

7

Add Applicant Details

Click '+ Add Applicant' and enter the individual/ firm/ organisation name, address, email, and mobile number.

Email ID * Enter Email ID	ईमेल आईडी * ईमेल आईडी
Mobile No. * Enter 10-digit Mobile No.	मोबाइल नंबर * मोबाइल नंबर
☐ Same as applicant address / आवेदक के पते के समान	
Individual / Firm / Organisation Name Enter name	व्यक्ति / फर्म / संगठन का नाम नाम दर्ज करें
Country India	देश India
Pincode e.g. 110001	पिनकोड जैसे 110001
State	राज्य
District	जिला

Applicant contact and address details

8

Upload Essential Documents

Upload all 10 mandatory PDFs — Specification of Goods, Description, Map, Proof of Origin, Method of Production, Uniqueness, Inspection Body, Affidavits, etc. — each up to 8 MB.

1. List of association of persons/ producers/ organisation/ authority / व्यक्तियों/उत्पादकों/संगठन/प्राधिकरण के संघ की सूची *	Add Content / कंटेंट जोड़ें
2. Specification of Goods / वस्तुओं का विवरण *	Add Content / कंटेंट जोड़ें
3. Description of the goods / वस्तुओं का स्पष्टीकरण *	Add Content / कंटेंट जोड़ें
4. Geographical area of production and map / उत्पादन का भौगोलिक क्षेत्र और मानचित्र *	Add Content / कंटेंट जोड़ें
5. Proof of origin[Historical records] / उत्पत्ति का प्रमाण [ऐतिहासिक रिकॉर्ड] *	Add Content / कंटेंट जोड़ें
6. Method of Production / उत्पादन की विधि *	Add Content / कंटेंट जोड़ें
7. Uniqueness / विशिष्टता *	Add Content / कंटेंट जोड़ें
8. Inspection Body / निरीक्षण निकाय *	Add Content / कंटेंट जोड़ें
9. Statement of user by way of an Affidavit / शपथ पत्र के माध्यम से उपयोगकर्ता का विवरण *	Add Content / कंटेंट जोड़ें
10. Notarized Affidavit- How the Applicant represents the interests of the producers / नोटरीकृत शपथ पत्र - आवेदक उत्पादकों के हितों का प्रतिनिधित्व कैसे करता है *	Add Content / कंटेंट जोड़ें
11. Select Other Document Type / अन्य दस्तावेज का प्रकार चुनें	 Drag & drop file here, or click to browse (Only PDF files Max size: 8 MB)

Essential Documents verification checklist

9

Declare & e-Sign

Save your communication address, tick the declaration checkbox, then click 'Preview & Submit'.
Complete e-Sign by entering your name and 12-digit Aadhaar number.

District _____ Address Enter communication address... _____	जिला _____ पता संचार पता दर्ज करें... _____
Save Address Details / पता विवरण सहेजें	
☐ I hereby declare that the above information submitted by me is true and correct to the best of my knowledge and belief. / मैं घोषणा करता/करती हूँ कि उपरोक्त जानकारी मेरी समझ और विश्वास के अनुसार सत्य और सही है।	
← Back / पीछे	🔄 Reset / रीसेट 👁️ Preview & Submit / पूर्वावलोकन और सबमिट
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Declaration and Preview & Submit



कार्यालय महानियंत्रक एकस्व, अभिकल्प एवं व्यापार चिह्न
उद्योग संवर्धन और आंतरिक व्यापार विभाग
Office of Controller General of Patents, Designs & Trade Marks
Department for Promotion of Industry and Internal Trade



भौगोलिक उपदर्शन

Geographical Indications

Welcome **dummy** ▼

Home > New Application > GI Form 1A



Application



E-Sign



Payment

Document Signature (Aadhaar E-Sign) / दस्तावेज़ हस्ताक्षर (आधार ई-हस्ताक्षर)

Full Name (as per Aadhaar) / आधार कार्ड के अनुसार नाम

Aadhaar Card Number (12 Digits) / आधार कार्ड संख्या (12 अंक)



Submit / जमा करें

← Back / पीछे

Proceed to Payment → / भुगतान के लिए आगे बढ़ें →

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e-Sign

10

Make Payment & Submit

Review the fee and Temporary Application Number, tick the payment declaration, then click 'Pay' to complete submission.

कार्यालय महानियंत्रक एकस्व, अभिकल्प एवं व्यापार चिह्न
उद्योग संवर्धन और आंतरिक व्यापार विभाग
Office of Controller General of Patents, Designs & Trade Marks
Department for Promotion of Industry and Internal Trade

भौगोलिक उपदर्शन
Geographical Indications

Welcome dummy

MENU

- Home
- New Application
 - GI-1A
 - GI-1B
 - GI-1C
 - GI-1D
- Drafted Forms
- Payments

Application E-Sign Payment

PAYMENT DETAILS AND SUBMISSION

Payment Details: (In favor of Registrar of Geographical Indications, payable at Chennai)

☒ e-Payment

Temporary Application Number: GI1/2026/000097

Total Amount for Submission: Rs. 1,000 for Geographical Indication Registration.

Instructions for payment:

Once you click on pay icon, you cannot edit or modify application.

Once you click on pay icon, you will be directed to bharatkosh payment gateway.

Please record your request number for future references.

In case payment is "unsuccessful/failure", details of same are available under "Pending Payments"

Repayments of the unsuccessful/failed transactions can be made by clicking on "make repayment"

In case transaction is "successful", the details of the same are available under "payment history".

Kindly note that requisite 'Fee' for any of the forms Geographical Indication shall be entertained only if it is paid through the e-filing portal of Geographical Indication and not through any other means.

Please note that the payment gateway is not available between 2300 HOURS and 0030 HOURS in the e-filing module due to bank reconciliation process.

[Guidelines for using NTRP \(Bharat Kosh\) Payment Gateway](#)

Preview / पूर्वावलोकन

☐ I Declare that the particulars furnished are true to the best of my knowledge.

Pay / भुगतान करें

Payment Details and Submission

✓ **Done!** Your GI application is now filed. Track its status anytime from 'Drafted Forms' or 'Payments' on your dashboard.