



User Manual

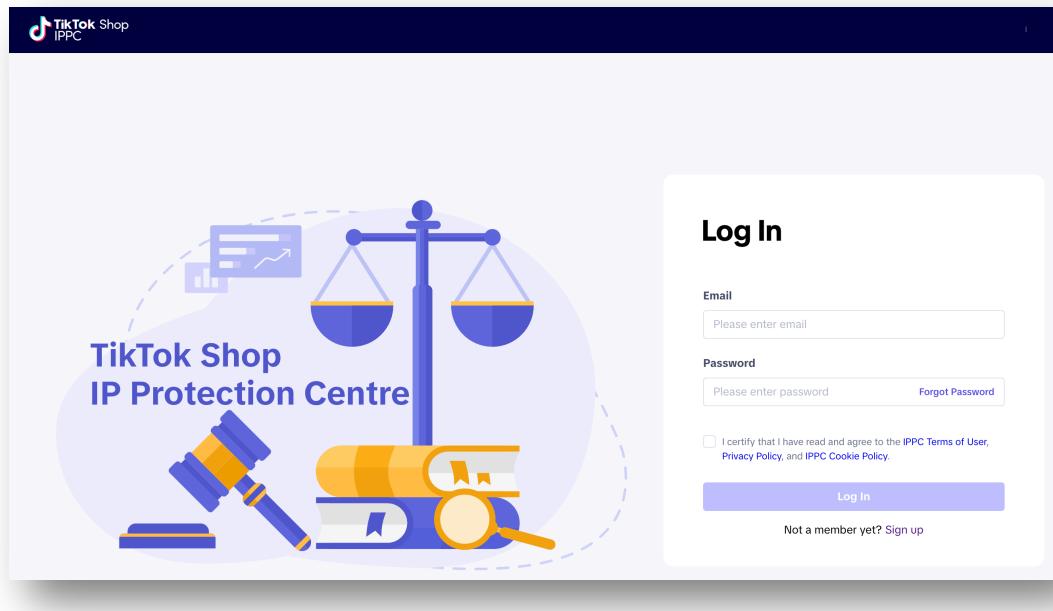
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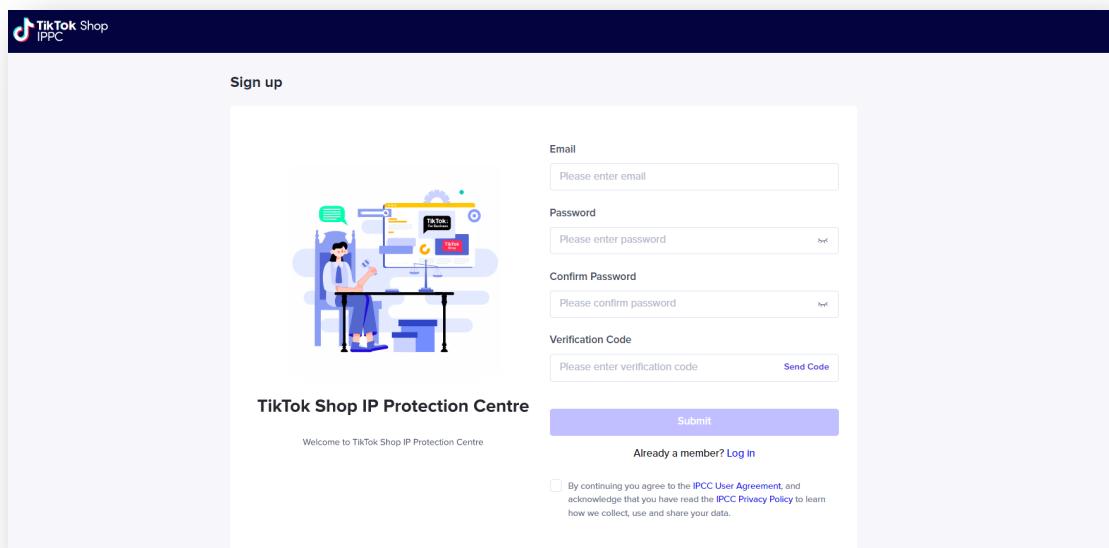
The [TikTok Shop Intellectual Property Protection Centre](#) (IPPC) is a one-stop integrated platform for rights owners to protect their Intellectual Property (IP) rights across TikTok Shop products. The IPPC enables rights owners to submit their IP rights (IPR), detect products, submit take down complaints and track the progress of complaints. This document is a general guide on using the IPPC.

1. ACCOUNT CREATION AND LOGGING IN

Navigate to the IPPC log-in page at <https://ippc.tiktokglobalshop.com/login>. If you already have an account, log in using your credentials.



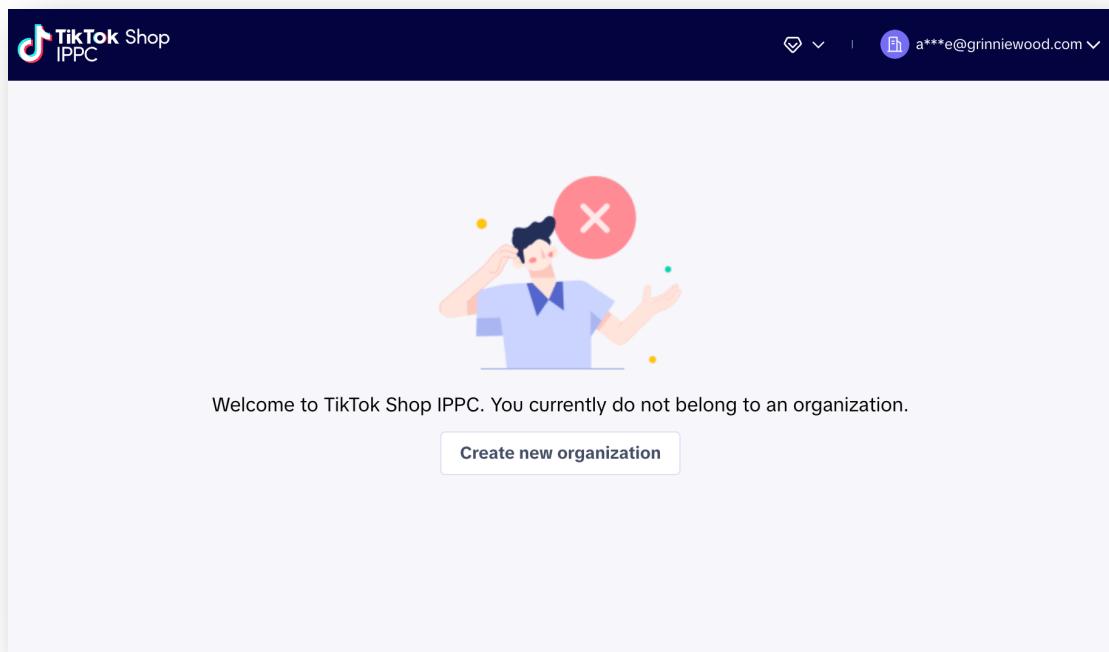
If you are a new user, click on **Sign up** to create an account. Provide the email you'd like to use for your account and your desired password. Click **Send Code** to send a verification code to the email address provided. Use this verification code in the **Verification Code** field and click **Submit** to create your account.



2. USERS AND ORGANIZATIONS

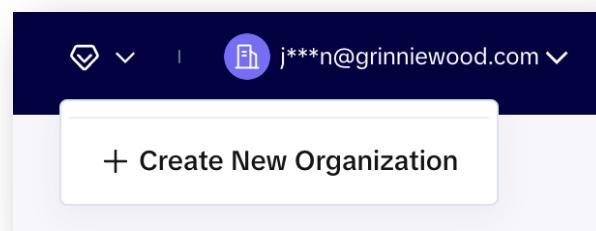
Organizations are a new functionality in IPPC as of October, 2024. We're still updating this user guide to reflect these changes. In the meantime, you may notice some discrepancies in the documentation.

As an IPPC user you must belong to an **organization** before you can start managing and protecting your IP. If your account is not associated with any organizations, you will see the following screen upon logging in.



If an IPPC organization already exists which you would like to join, reach out to someone who has the role of admin for that organization and ask them to invite you.

If you are the first member of an organization, you will need to create a new organization. This can be done through the **Create new organization button** under the prompt or clicking **Create New Organization** in the dropdown next to your username.



2.1 USER AUTHENTICATION

When you create a new organization, you must first verify your identity by submitting documentation. The IPPC team will then verify the information and notify you of the results. The documentation required differs by the type of organization you are creating.

- Please select the **Enterprise** option if the IP rights you are relying on are owned by an enterprise/company.
- Please select the **Individual** option if the IP rights you are relying on are owned by an individual.

Enterprise Organizations

Select this option if the intellectual property you intend to protect belongs to a business entity. Please provide the requested information related to the business/enterprise for which you're creating an IPPC organization.

Logged-In Successfully

In order to utilize the search and complaint handling functions of IPPC, please complete and submit the IP Rights Holder Identification form, below.

IP Rights Holder Identification

Identity Category

Individual Enterprise

Registered entity name

Identity Type

Business license

Identification Issued by

Identity Number

Identification Validity

Start date - End date Identification has no expiry date

Business License Image Upload

Please upload .png, .jpg or .jpeg file types and keep file sizes below 10MB.

Image

Submit

Individual Organizations

Select this option if the intellectual property you intend to protect belongs to an individual. Before uploading your proof of identity, please blur out sensitive information such as your ID number, passport number and/or photograph. The uploaded file will be deleted after the user has been authenticated.

Logged-In Successfully

In order to utilize the search and complaint handling functions of IPPC, please complete and submit the IP Rights Holder Identification form, below.

IP Rights Holder Identification

Identity Category

Individual Enterprise

Legal name

Identity Type

ID

Identification Issued by

Identification Validity

Start date - End date Identification has no expiry date

Identity Front And Back

Please upload .png or .jpeg file types and keep file sizes below 10MB.

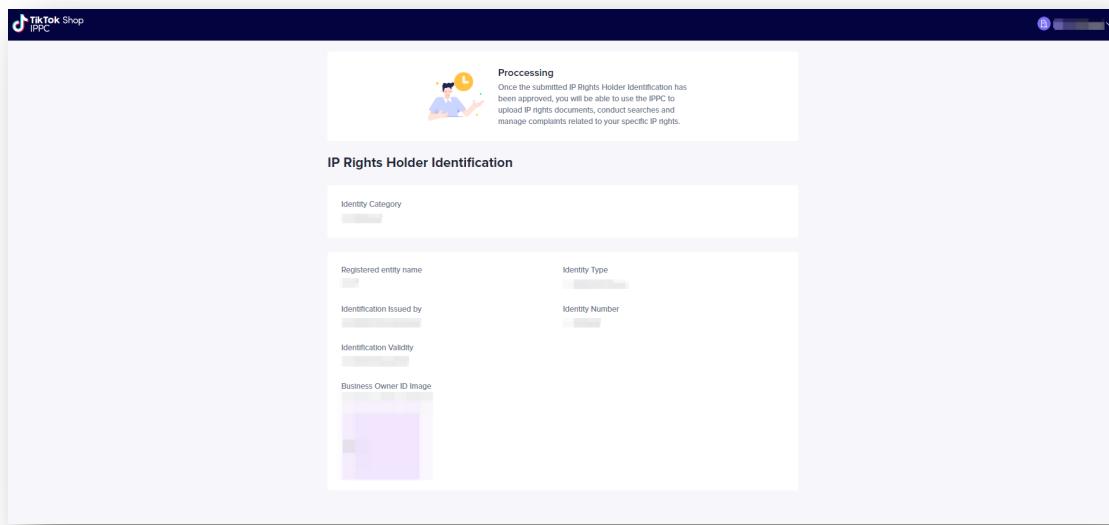
Please blur out sensitive information such as your ID number, passport number, photograph before uploading.

IPPC will delete the image after the review is passed.

Front Side Back Side

Submit

You will see this page after submitting your user authentication. You will be able to enter IPPC after your user authentication has been processed.



2.2 USER ROLES

Members of an organization can have one of three roles:

- **Admin** - this is the highest level of permission for an organization member. An organization must have at least one admin, but can have multiple admins. With the admin role, an organization member can manage users, IP assets, and complaints. When you create a new organization, you are granted the role of admin by default.
- **Rights Owner** - this role is intended for members who require IP management permissions. Members with the Rights Owner role can manage IP and complaints.
- **Agent** - members with this role can view the IP portfolio and create/manage complaints.

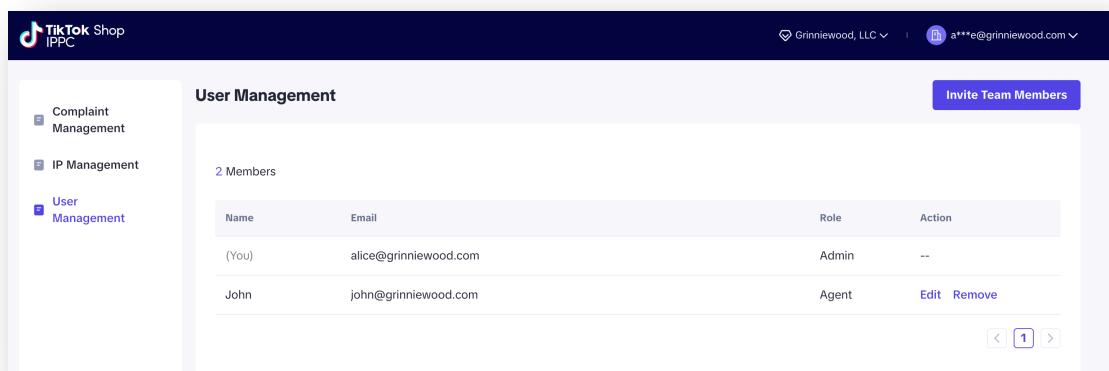
A summary of permissions can be found in the following table:

	Agent	Rights Owner	Admin
View complaints created by all members	✓	✓	✓
Create new complaints	✓	✓	✓
View the organization's IP portfolio	✓	✓	✓
Upload new IP assets		✓	✓
View a list of organization members			✓
Invite new members to the organization			✓
Remove members from the organization			✓
Edit member roles			✓
Edit member display names			✓

2.3 MANAGING ORGANIZATION MEMBERS

If you are Admin for your organization, you will see a link to the **User Management** page in the left pane. From here you can:

- Invite new members to your organization
- Remove members from your organization
- Edit the display names of members
- Edit roles of members



User Management

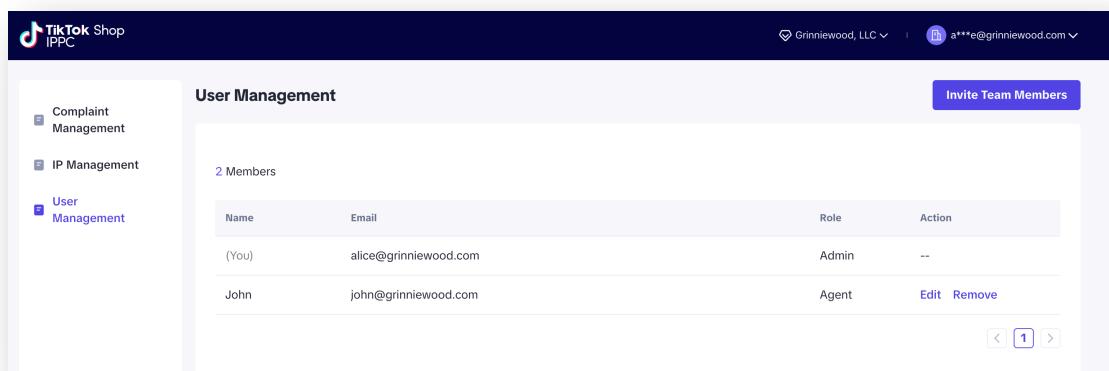
2 Members

Name	Email	Role	Action
(You)	alice@grinniewood.com	Admin	--
John	john@grinniewood.com	Agent	Edit Remove

Invite Team Members

2.3.1 INVITING NEW MEMBERS TO YOUR ORGANIZATION

From the User Management page, click **Invite Team Members**.



User Management

2 Members

Name	Email	Role	Action
(You)	alice@grinniewood.com	Admin	--
John	john@grinniewood.com	Agent	Edit Remove

Invite Team Members

Enter the email of the person you'd like to add to your organization, enter the name you'd like to be displayed to other members of the organization, and select the **Role** to assign to the new member.

Invite team members to your organization

Email

Member Name

Role

Agent
A third party who is authorized by the rights owner to report violations

Rights Owner
An individual who is the rights owner or an employee of the rights owner who is authorized to report violations and register IP

Admin
An individual who has full permission to invite or revoke users, assign permissions, report violations and register IP

Cancel **Invite**

Click **Invite** to add the user to your organization.

TikTok Shop IPPC

Grinnewood, LLC | a***e@grinnewood.com

User Management

3 Members

Name	Email	Role	Action
(You)	alice@grinnewood.com	Admin	--
Bob	bob@grinnewood.com	Rights Owner	Edit Remove
John	john@grinnewood.com	Agent	Edit Remove

Invite Team Members

After you add the team member to your organization, they will receive an email to invite your organization. Upon logging into their IPPC account, they will see your organization in the dropdown in the upper right of the interface. If they don't have an IPPC account, they will need to create one before being able to access your organization.

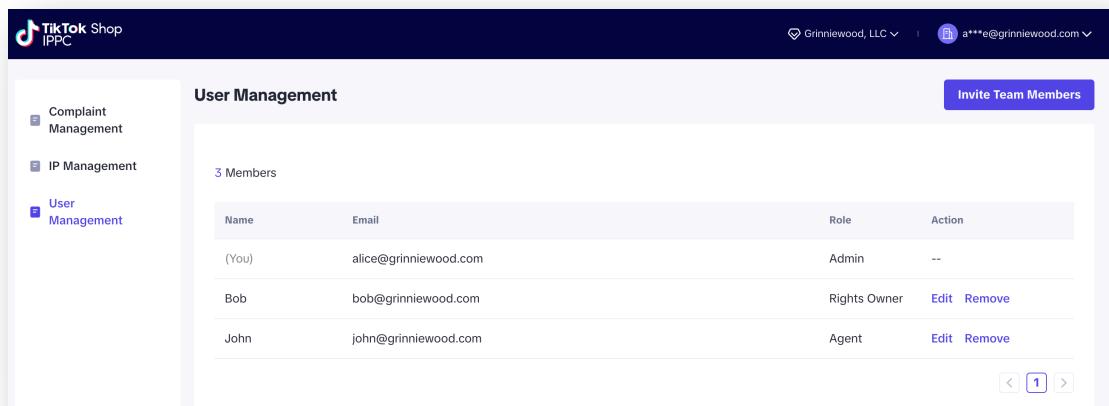
⚠ NOTE: If a user has an issue accessing your organization after receiving an invitation, perform the following steps:

1. Ask the invited user to log out of IPPC.
2. Remove the user from your organization by clicking **Remove** in the **User Management** page.
3. Invite the user to your organization again.
4. Ask the invited user to log into IPPC and see if the problem is resolved.

If the problem persists, contact support at e-commerce.ipnotice@tiktok.com.

2.3.2 EDITING MEMBER ROLES AND DISPLAY NAMES

On the **User Management** page, click **Edit** for the team member you wish to edit the name or permissions for.

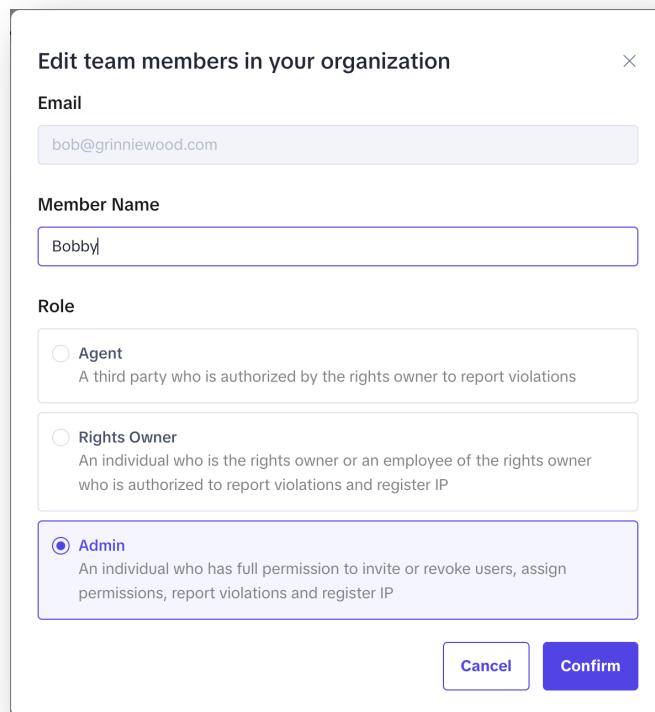


The screenshot shows the 'User Management' page with a sidebar containing 'Complaint Management', 'IP Management', and 'User Management' (which is selected). The main area displays a table with 3 Members. The table columns are 'Name', 'Email', 'Role', and 'Action'. The data is as follows:

Name	Email	Role	Action
(You)	alice@grinnewood.com	Admin	--
Bob	bob@grinnewood.com	Rights Owner	Edit Remove
John	john@grinnewood.com	Agent	Edit Remove

At the bottom right of the table, there are navigation buttons: '< 1 >'.

Adjust the **Member Name** and/or **Role**, then click **Confirm** to save your changes.



The modal dialog is titled 'Edit team members in your organization'. It contains the following fields:

- Email:** bob@grinnewood.com
- Member Name:** Bobby
- Role:** A list of three options:
 - Agent**: A third party who is authorized by the rights owner to report violations
 - Rights Owner**: An individual who is the rights owner or an employee of the rights owner who is authorized to report violations and register IP
 - Admin**: An individual who has full permission to invite or revoke users, assign permissions, report violations and register IP

At the bottom are 'Cancel' and 'Confirm' buttons.

The updated changes should be reflected in the **User Management** page.

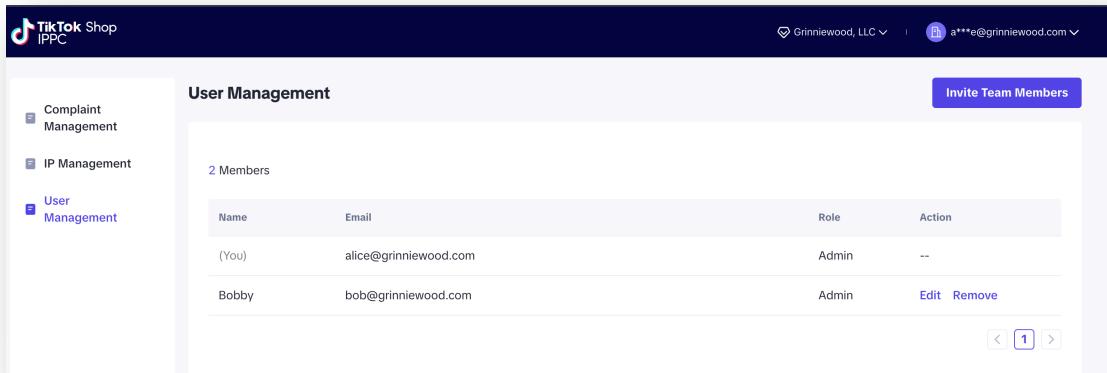
The screenshot shows the 'User Management' page. On the left sidebar, 'User Management' is selected. The main area displays a table with 3 members. The table columns are 'Name', 'Email', 'Role', and 'Action'. The members listed are: (You) with email alice@grinnewood.com and role Admin; Bobby with email bob@grinnewood.com and role Admin; and John with email john@grinnewood.com and role Agent. The 'Action' column for John contains 'Edit' and 'Remove' buttons. A blue 'Invite Team Members' button is located in the top right corner.

2.3.3 REMOVING MEMBERS FROM YOUR ORGANIZATION

From the **User Management** page, select **Remove** for the member you wish to remove from your organization and confirm the removal when prompted.

The screenshot shows the 'User Management' page with the same structure as the previous one. The table lists the same 3 members: (You), Bobby, and John. The 'Action' column for John still contains 'Edit' and 'Remove' buttons. A confirmation dialog box is overlaid on the page, titled 'Remove John'. It asks 'Are you sure to remove?'. It has 'Cancel' and 'Confirm' buttons. The background page is slightly blurred.

The member list will update to show that the user has been removed from your organization.



User Management

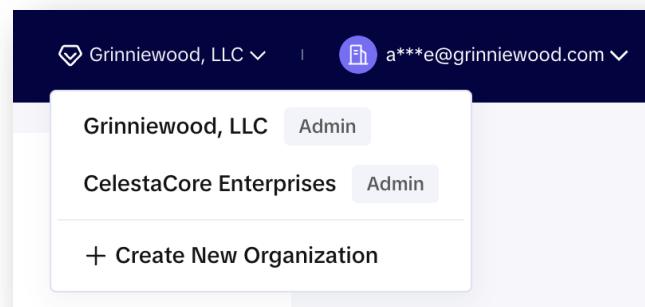
2 Members

Name	Email	Role	Action
(You)	alice@grinniewood.com	Admin	--
Bobby	bob@grinniewood.com	Admin	Edit Remove

Invite Team Members

2.4 SWITCHING BETWEEN ORGANIZATIONS

It is possible for users to belong to multiple organizations. The organization selector allows you to switch between the organizations to which you have membership.



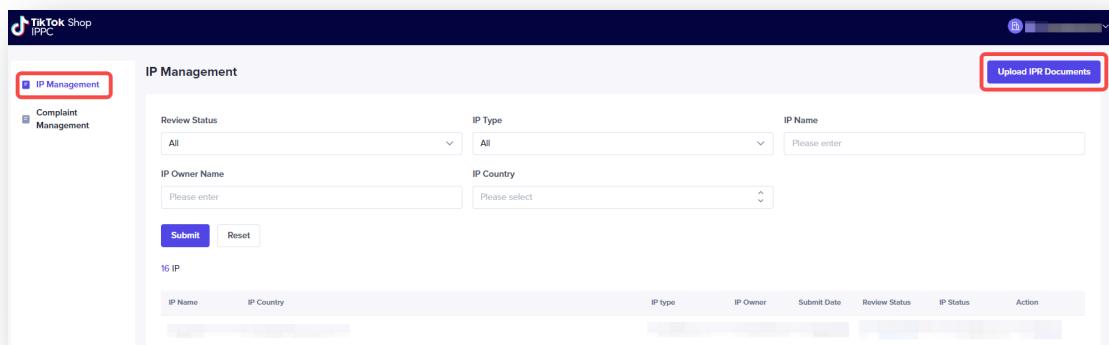
Grinniewood, LLC Admin

CelestaCore Enterprises Admin

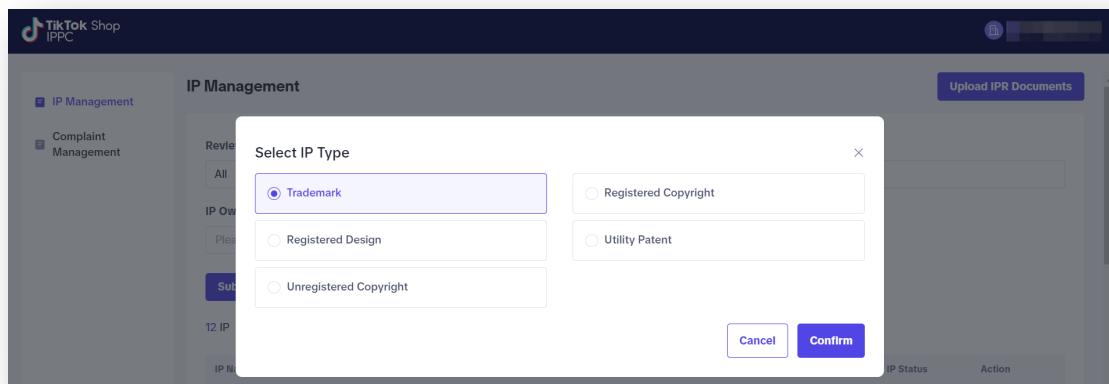
+ Create New Organization

3. IP MANAGEMENT

All IP assets are managed through the **IP Management** page accessible from the left pane of the IPPC interface.



3.1 UPLOADING NEW IP



- From the IP Management tab click **Upload IPR Documents**
- Select the type of IP you would like to submit
- Provide the information requested and submit

Note: The "Copyright" IP type requires you to submit copyright registration certificates. If you would like to submit original works (e.g. photos) without copyright registration certificates, please use the "Unregistered Copyright" IP type.

3.1.1 TRADEMARK

IP Management

Upload IPR Documents

Certificate Type: Trademark [Change](#)

Certificate Information

Territory of First Registration
 Local Registered WIPO

Territory of Registration
 Please select

Trademark Name
 Please enter

Trademark Classification
 Please select

Trademark Owner
 Please enter

Trademark Registration Number
 Please enter

Issued Date - Expiration Date
 Registration Date Renewal Deadline

Certificate Documents

Trademark Certificate
Please do not upload trademarks that have not completed the registration process
Upload 1 to 10 files. It supports jpeg, jpg, png, pdf. Each file size should not exceed 10MB.
 +
 Upload file (0/10)

Letter of Authorization / Power of Attorney (optional)
Documents that can prove you have been authorized by the IPR owner to handle IPR complaints on behalf of the IPR owner, such as a Letter of Authorization / Power of Attorney
Upload 1 to 4 files. It supports jpeg, jpg, png, pdf. Each file size should not exceed 10MB.
 +
 Upload file (0/4)

[Cancel](#) [Submit](#)

3.1.2 REGISTERED DESIGN

IP Management

Upload IPR Documents

Certificate Type: Registered Design [Change](#)

Certificate Information

Country of Registration
 Please select

Registered Design Name
 Please enter

Registered Design Owner
 Please enter

Registered Design Number
 Please enter

Issued Date - Expiration Date
 Start date End date Long-term effective

Certificate Documents

Registered Design Certificate
Upload 1 to 10 files. It supports jpeg, jpg, png, pdf. Each file size should not exceed 10MB.
 +
 Upload file (0/10)

Letter of Authorization / Power of Attorney (optional)
Documents that can prove you have been authorized by the IPR owner to handle IPR complaints on behalf of the IPR owner, such as a Letter of Authorization / Power of Attorney
Upload 1 to 4 files. It supports jpeg, jpg, png, pdf. Each file size should not exceed 10MB.
 +
 Upload file (0/4)

[Cancel](#) [Submit](#)

Note: For the United States, complaints based on registered designs can only be submitted via our [web intake form](#).

3.1.3 UTILITY PATENT

IP Management
Upload IPR Documents

Certificate Type: Utility Patent [Change](#)

Certificate Information

Country of Registration
Please select

Utility Patent Owner
Please enter

Detailed Description of Patent
Please enter

Utility Patent Name
Please enter

Registration Number
Please enter

Issued Date - Expiration Date
Start date: Please enter
End date: Please enter
Long-term effective

Certificate Documents

Utility patent certificate
Upload 1 to 10 files. It supports (jpg, jpeg, png, pdf). Each file size should not exceed 10MB.
+ [Upload file \(0/10\)](#)

Image of the patent

Upload 1 to 10 files. It supports (jpg, jpeg, png, pdf). Each file size should not exceed 10MB.
+ [Upload file \(0/10\)](#)

Letter of Authorization / Power of Attorney (optional)

Documents that can prove you have been authorized by the IPR owner to handle IPR complaints on behalf of the IPR owner, such as a Letter of Authorization / Power of Attorney
Upload 1 to 4 files. It supports (jpg, jpeg, png, pdf). Each file size should not exceed 10MB.
+ [Upload file \(0/4\)](#)

[Cancel](#) [Submit](#)

Note: For the United States, complaints based on utility patents are currently not accepted.

3.1.4 REGISTERED COPYRIGHT

IP Management
Upload IPR Documents

Certificate Type: Registered Copyright [Change](#)

Certificate Information

Territory of Registration
Please select

Registered Copyright Owner
Please enter

Title of Copyrighted Work
Please enter

Registration Number
Please enter

Certificate Documents

Registered Copyright certificate / Registered Copyright claim form
Upload 1 to 10 files. It supports (jpg, jpeg, png, pdf). Each file size should not exceed 10MB.
+ [Upload file \(0/10\)](#)

Letter of Authorization / Power of Attorney (optional)

Documents that can prove you have been authorized by the IPR owner to handle IPR complaints on behalf of the IPR owner, such as a Letter of Authorization / Power of Attorney
Upload 1 to 4 files. It supports (jpg, jpeg, png, pdf). Each file size should not exceed 10MB.
+ [Upload file \(0/4\)](#)

[Cancel](#) [Submit](#)

3.1.5 UNREGISTERED COPYRIGHT

There are 3 types of unregistered copyright submissions that you can select from: **Image**, **Live** or **Video/Others**

Image

TikTok Shop IPPC

IP Management

Upload IPR Documents

Certificate Type: Unregistered Copyright [Change](#)

Copyright Information

Content Name:

Content Owner:

Content Type: Image Live Video/Others

First Publication URL or TikTok Live ID (optional):

Https://

Supporting Information

Image

Upload file (It supports jpg, jpeg, png. Each file size should not exceed 10MB).
+ Upload file

Set of Pictures

Upload file (It supports jpg, jpeg, png, pdf. Each file size should not exceed 10MB).
+ Upload file (0/10)

Letter of Authorization / Power of Attorney (optional)

Document(s) that can prove you have been authorized by the IPR owner to handle IPR complaints on behalf of the IPR owner, such as a Letter of Authorization / Power of Attorney

Upload file (It supports jpg, jpeg, png, pdf, pdf. Each file size should not exceed 10MB).
+ Upload file (0/4)

Cancel **Submit**

Live

TikTok Shop IPPC

IP Management

Copyright Information

Content Name:

Content Owner:

Content Type: Image Live Video/Others

First Publication URL or TikTok Live ID (optional):

If your content is an available video, please provide more information and a copyright claim statement below.

Supporting Information

Creation Date

Please select date

Screenshot of Account

A screenshot or your original account used to post your content, or any other proof of your ownership of the content if you have not posted it online.
Upload file (It supports jpg, jpeg, png. Each file size should not exceed 10MB).
+ Upload file (0/10)

Copyright Statement (optional)

A copyright claim statement that specifies the copyrighted content(s) and proves that you are the copyright owner.
Upload file (It supports jpg, jpeg, png, pdf. Each file size should not exceed 10MB).
+ Upload file (0/4)

Additional Information

Further details to elaborate on your copyright. You may include a brief description of the copyrighted work, the URL of your account used to host the work, date and time of posting etc.

Letter of Authorization / Power of Attorney (optional)

Document(s) that can prove you have been authorized by the IPR owner to handle IPR complaints on behalf of the IPR owner, such as a Letter of Authorization / Power of Attorney

Upload file (It supports jpg, jpeg, png, pdf, pdf. Each file size should not exceed 10MB).
+ Upload file (0/4)

Cancel **Submit**

Video/Others

First Publication URL (optional)
Please provide more information and a copyright claim statement below.
http:// Please enter

Supporting Information
Creation Date
Please select date

Video
Upload 1 file. It supports .mp4, .mov. Each file size should not exceed 50MB.
+ Upload file

Screenshot of Account
A screenshot of your logged in account used to prove your ownership of the content if you have not posted it online.
Upload 1 to 10 files. It supports .png, .jpg, .mp4. Each file size should not exceed 10MB.
+ Upload file (0/10)

Copyright Statement (optional)
A copyright claim statement that specifies the copyrighted content and ensures that you are the copyright owner.
Upload 1 to 10 files. It supports .png, .jpg, .mp4, .pdf. Each file size should not exceed 10MB.
+ Upload file (0/10)

Additional Information
Further details to evidence on your copyright. You may include a brief description of the copyrighted work, the URL of your account used to host the work, date and time of posting etc.

Letter of Authorization / Power of Attorney (optional)
Documentation that can prove you have been authorized by the IP owner to handle IP complaints on behalf of the IP owner, such as a Letter of Authorization / Power of Attorney.
Upload 1 to 4 files. It supports .png, .jpg, .mp4, .pdf. Each file size should not exceed 10MB.
+ Upload file (0/4)

Cancelling Submit

3.2 REVIEWING IP SUBMISSIONS

IP Management

Status: All | IP Type: All | IP Name: Please enter

IP Owner Name: Please enter | IP Country: Please select

Submit | Reset

10 IP

IP Name	IP Country	IP type	IP Owner	Submit Date	Status	IP Status	Action
Insert trademark name	██████████	Trademark	Insert owner name	██████████	Approved	Valid	Review
Insert Copyright name	██████████	Copyright	Insert owner name	██████████	Rejected	Invalid	Review Re-apply
Insert name of original photo	██████████	Original content	Insert owner name	██████████	In Progress	In Progress	Review
Insert patent name	██████████	Utility patent	Insert owner name	██████████	In Progress	In Progress	Review
Insert design name	██████████	Register design	Insert owner name	██████████	In Progress	In Progress	Review

You may click on **Review** to review the details of your IP right submission. You may also use the filters at the top of the page to search for your submitted IP right.

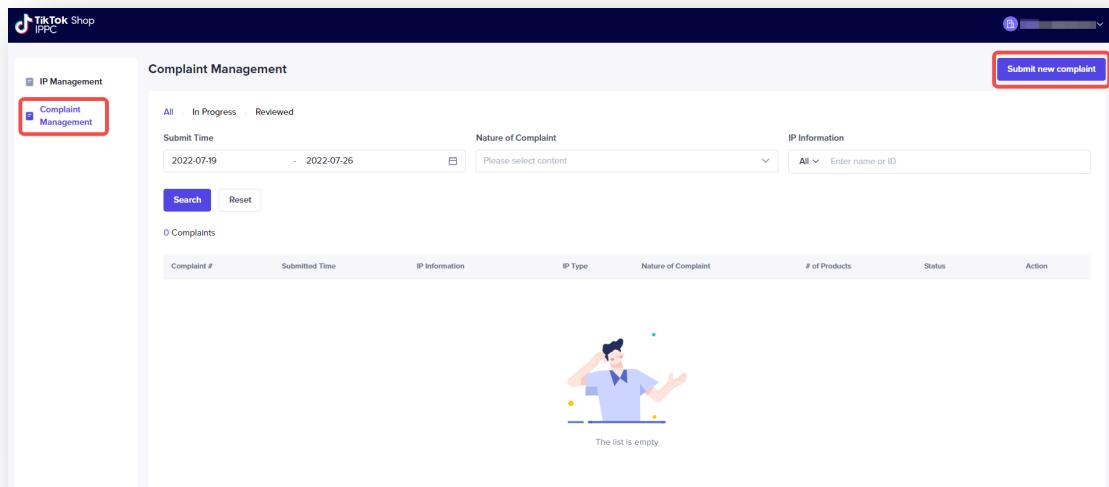
After the review is completed, you will receive an e-mail notification about the outcome of your submission. You may also check the status of your submission within the IPPC portal.

- **Approved:** Your IP right has been verified. You may proceed to submit complaints based on the IPR.
- **In Progress:** Your IP right is in the process of being verified.
- **Rejected:** We were unable to verify your IP right based on the information and documents provided. You may click on **Review** to view the rejection reason or click **Re-apply** to edit and resubmit your submission.

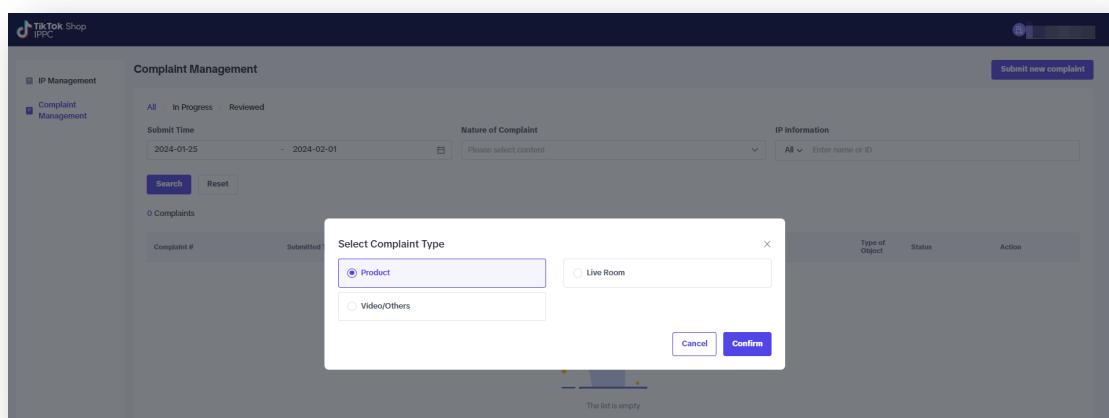
4. COMPLAINT MANAGEMENT

You may submit complaints after the IP right you wish to rely upon has been verified.

4.1 COMPLAINT SUBMISSION

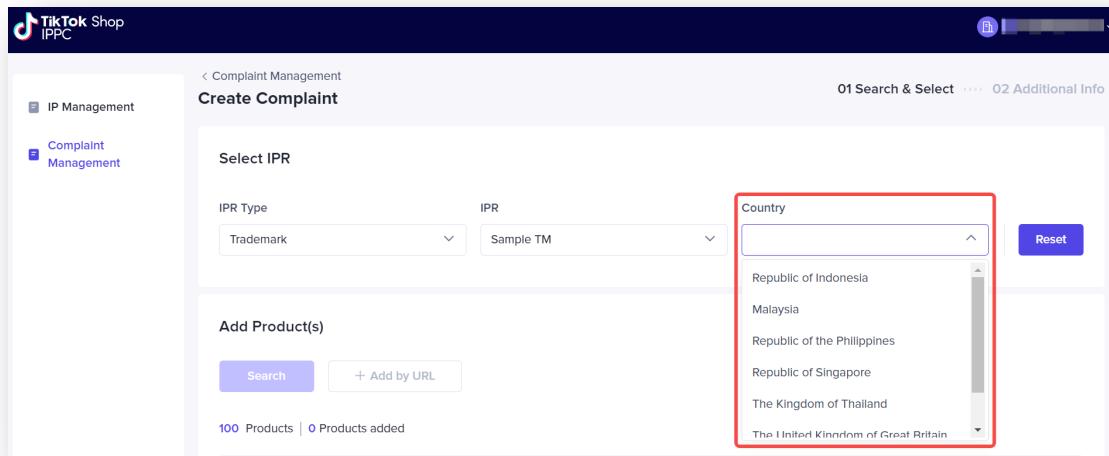


Go to the Complaint Management tab and click on **Submit new complaint** at the top-right.



Select the appropriate complaint type: Product, Live Room, or Video/Others.

4.1.1 REPORTING PRODUCTS



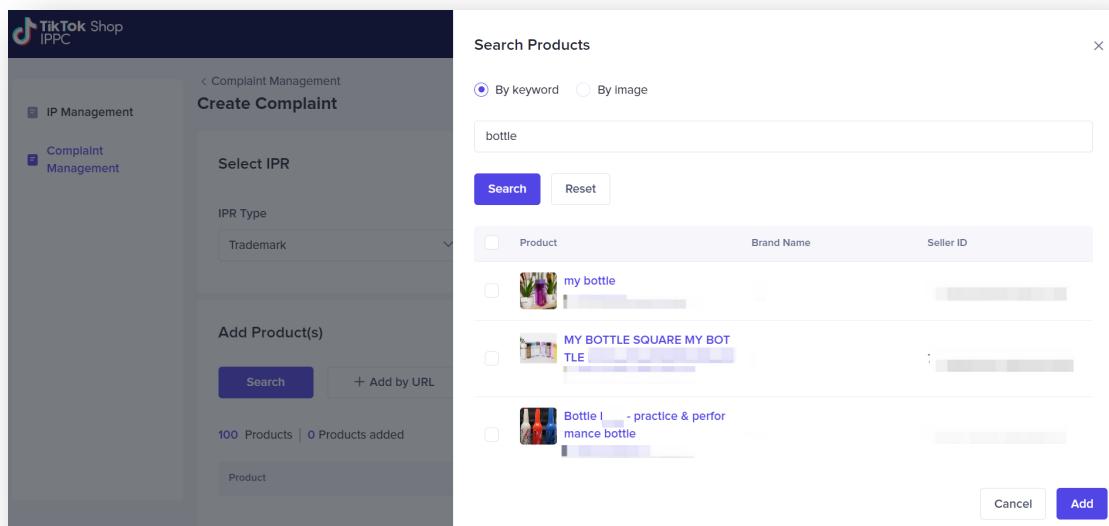
Before submitting a complaint, you must select:

- **IP Type** – this will filter the IP list down the IP assets within that category
- **IP** – this is the intellectual property that will you use as the basis of your complaint
- **Country** – the list of countries will be limited to the countries in which the IP you selected is enforceable

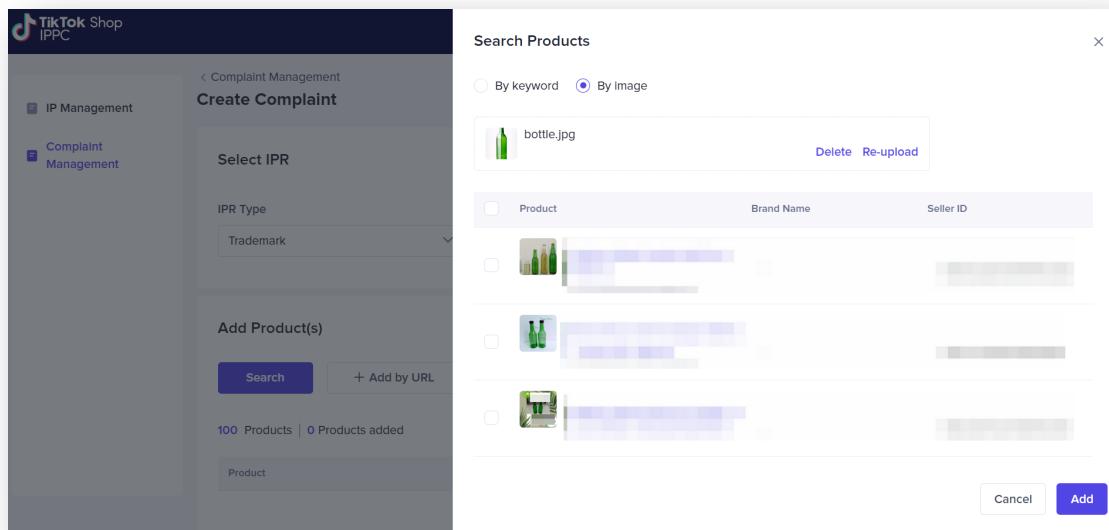
Please perform the searches for each IP asset and country separately. If you wish to search and report products from IP assets or multiple countries, please submit separate complaints for each country.

To add products to your complaint, you may search by keyword, search by image, or add directly via URL.

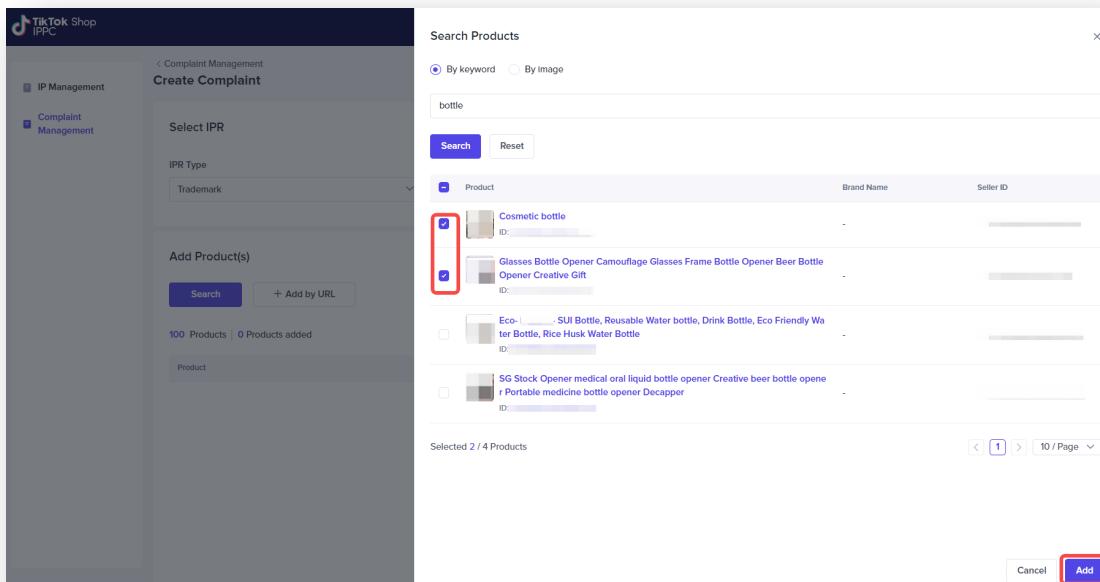
Searching by Keyword



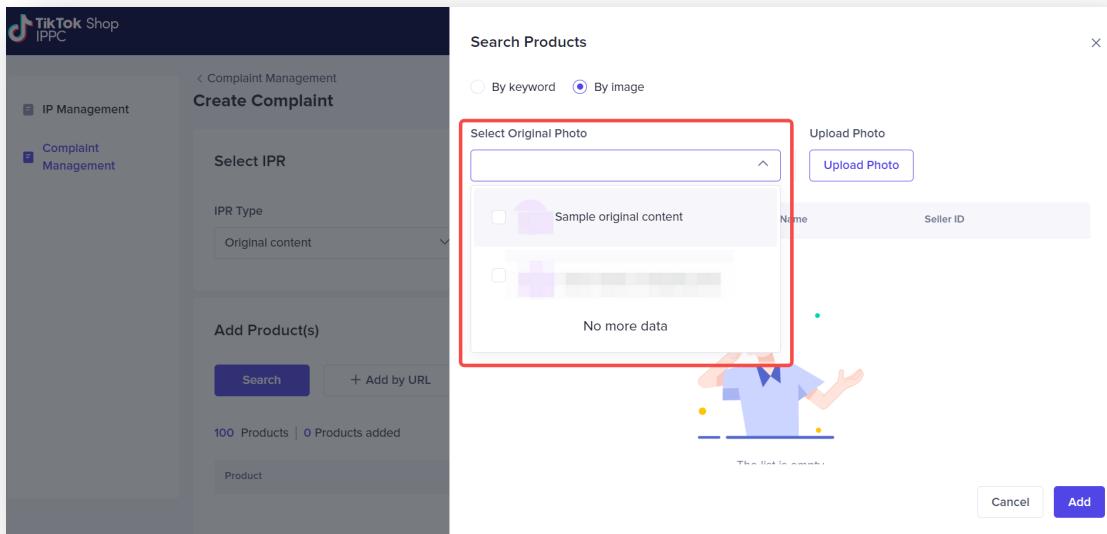
Searching by Image



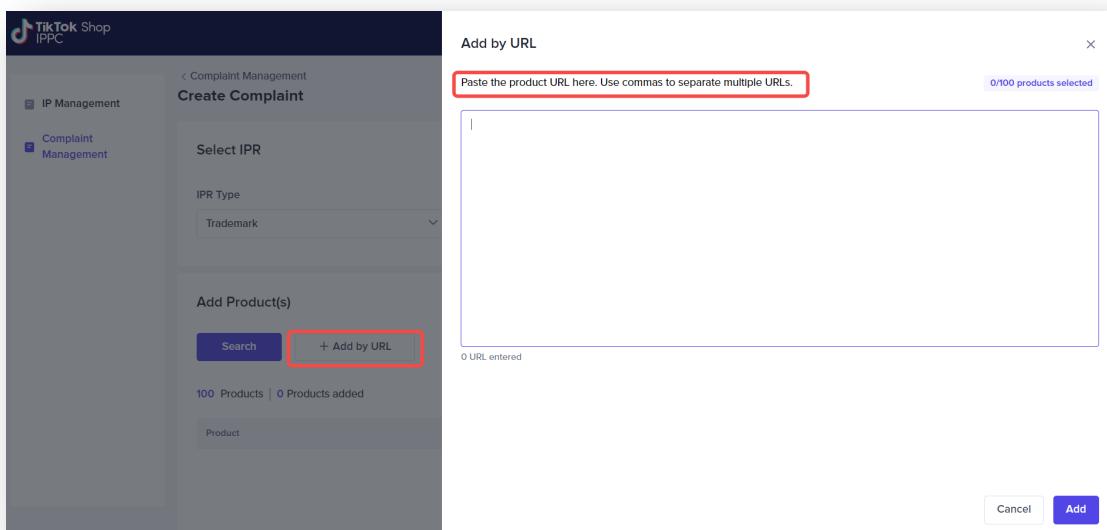
Select the products you wish to report from the search results and click **Add**.



For unregistered copyrights, you have an additional option of performing an image search using previously uploaded original content.

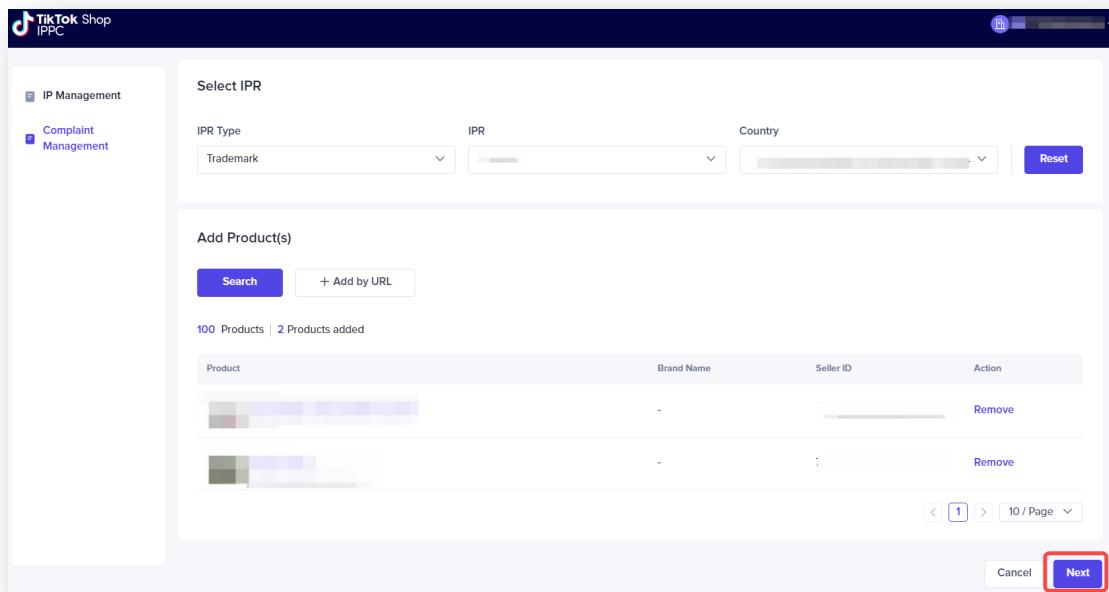


Add by URL



You may also add products you have detected via product URL. Insert the URL in the textbox and press **Enter** for IPPC to detect and validate the URL.

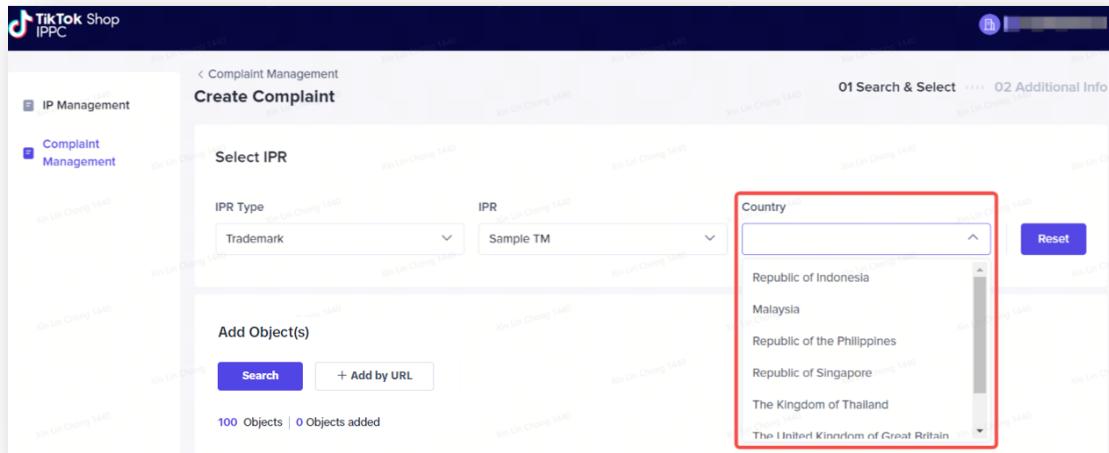
If you are adding multiple product URLs, separate each URL with a comma.



After you have selected the products you wish to report, click **Next** to proceed to provide the complaint information.

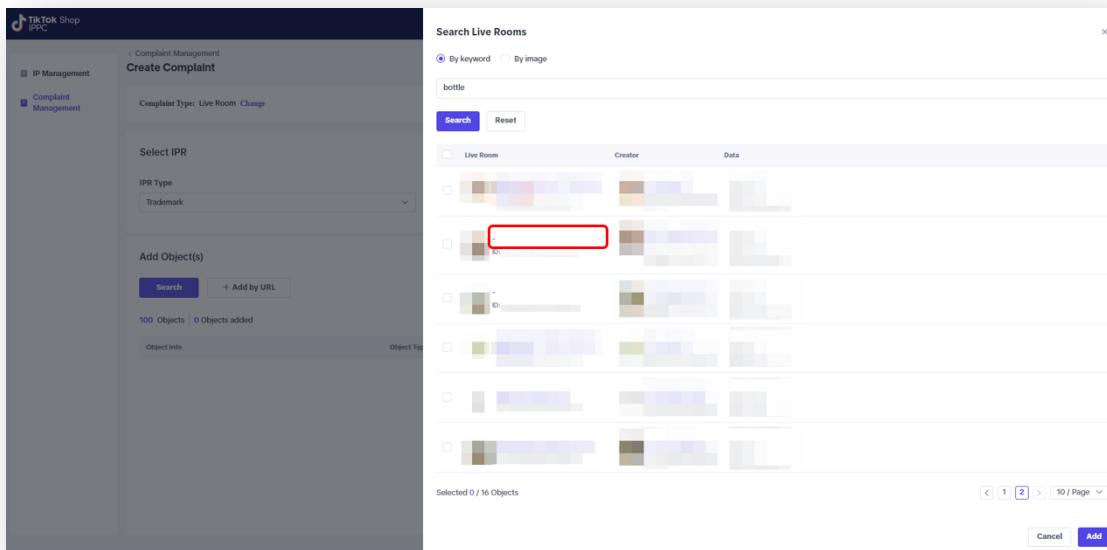
4.1.2 REPORTING VIDEOS OR LIVES

Please select products bound to the Live Room or Video if they infringe on your IP rights. It is not required to add products to your complaint if they do not infringe on your IP rights. You may also report the live room or video without selecting any products if the infringement is found only in the live or video content.

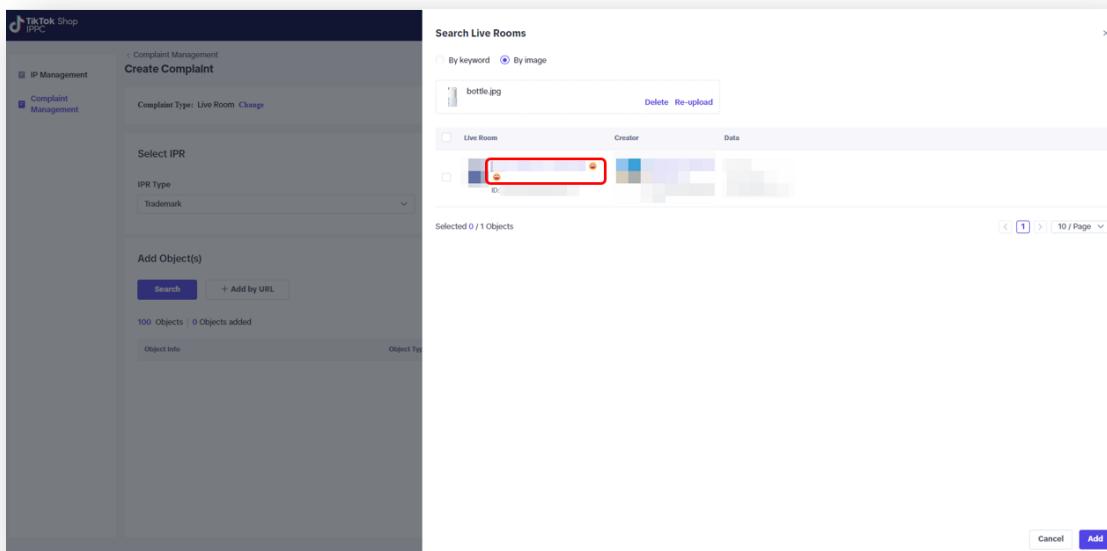


- You may search for and select the e-commerce Live Room or Video and the products bound to the Live Room or Video you wish to report using this function.
- Select the TikTok Shop country which you would like to search. For example, if you would like to search for Live Rooms or Videos available in Country X, select Country X from the dropdown list. The dropdown list will display the countries covered by your submitted and verified IP rights.
- Please perform the searches for each country separately. If you wish to search and report Live Rooms or Videos from multiple countries, please submit separate complaints for each country.
- You may search for Live Rooms or Videos by keyword or image.

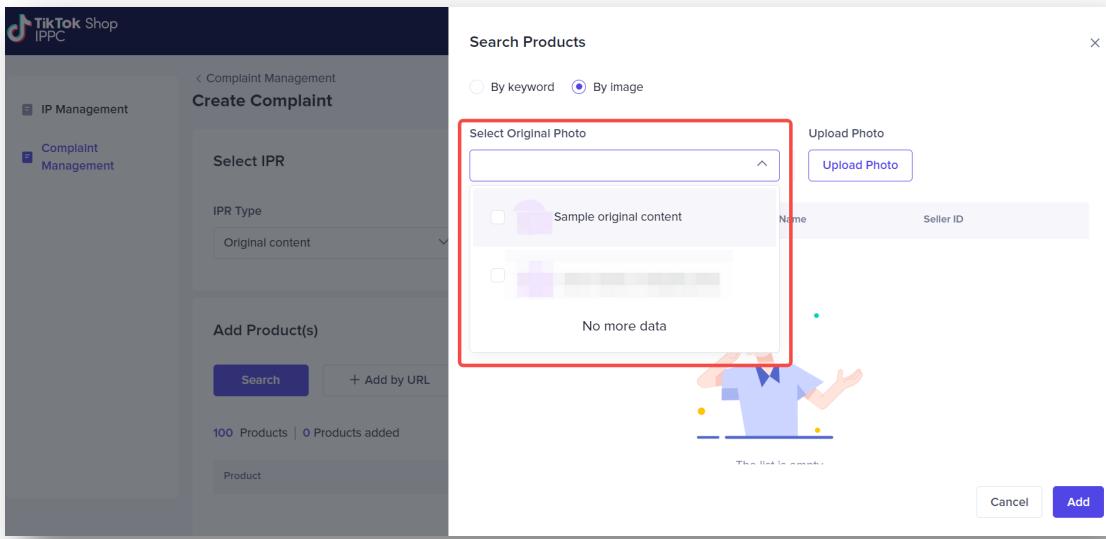
Search by Keyword



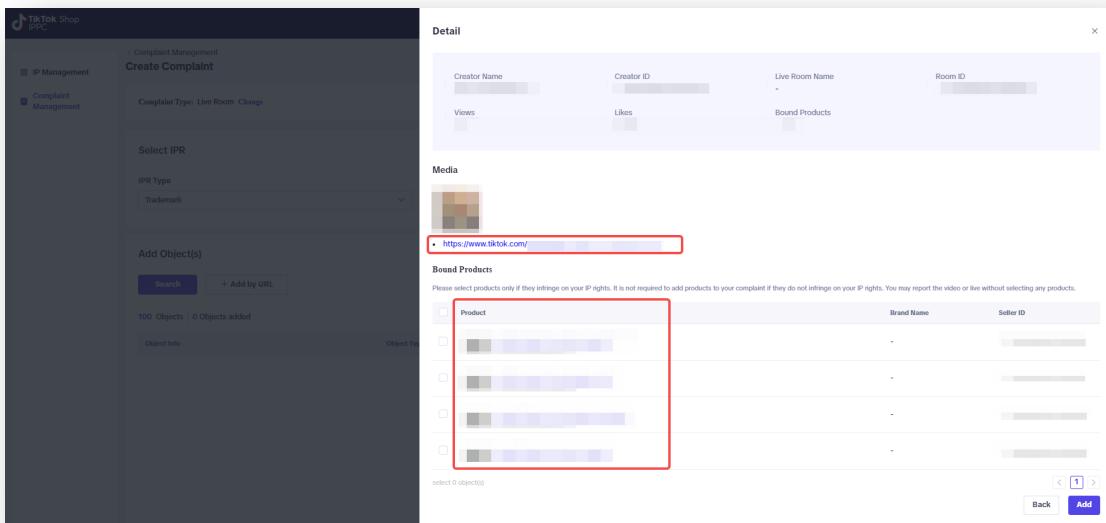
Search by Image



For unregistered copyrights, you have an additional option of performing an image search using previously uploaded original content.



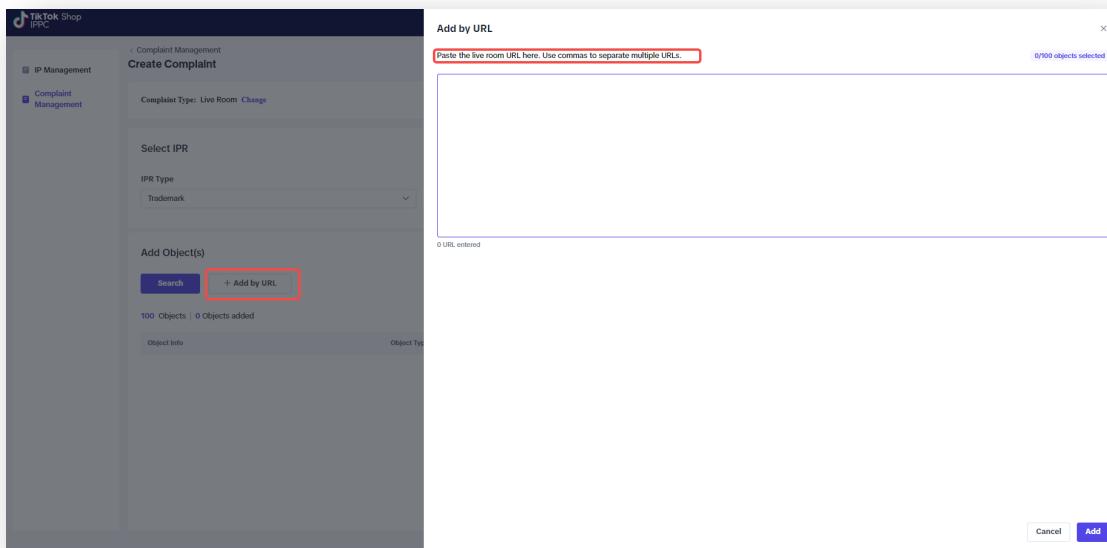
You may click into the Live Room or Video title to view more details.



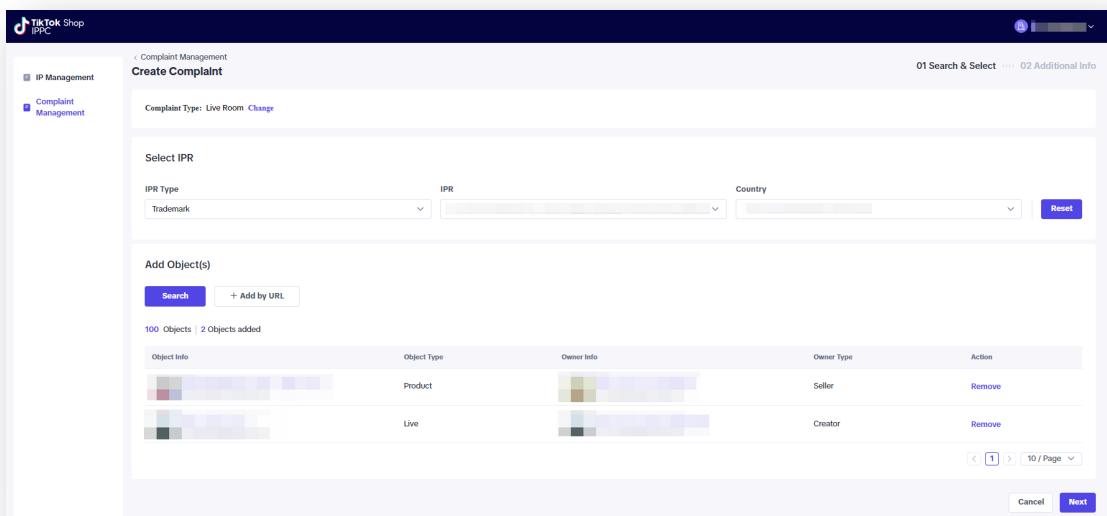
Click on the URL to review the Live Room or Video content. If you wish to report the Live Room or Video content, select the Live Room or Video you wish to report from the search results.

You may select products bound to the Live Room or Video if they infringe on your IP rights and/or report the live room or video only without selecting any products, if the infringement is found only in the live or video content.

Add by URL



You may also add Live Rooms or Videos you have detected via URL. Insert the URL in the textbox and press **Enter** for IPPC to detect and validate the URL. If you are adding multiple Live Room or Video URLs, separate each URL with a comma.



After you have selected the Live Room / Video and products you wish to report, click "Next" to proceed to provide the complaint information.

4.1.3 PROVIDING ADDITIONAL INFORMATION

Here you will provide additional information related to your complaint. The additional information required for your complaint will vary based on the type of IP referenced for the complaint. After you're finished, click **Submit** to submit your complaint. Any required fields/attachments must be completed before you can submit your complaint.

Trademark

TikTok Shop IPPC

Create Complaint

IP Information

Certificate Type: Trademark
Trademark Name: Sample TM
Trademark Owner: [Redacted]
Register Number: [Redacted]

Country of Registration: [Redacted]
Identity Validity Period: [Redacted]

Additional Information

Nature of Complaint: Please select

Supporting Information: Please enter

Supporting Documents: Upload 1 to 10 files. It supports png, jpg, jpeg, pdf. Each file size should not exceed 10MB.
+ Upload file (0/10)

Back Submit

Registered Designs

TikTok Shop IPPC

IP Management

Complaint Management

IP Information

Certificate Type: Registered design
Registered design Name: Sample design
Registered design Owner: [Redacted]
Register Number: [Redacted]

Country of Registration: [Redacted]
Identity Validity Period: [Redacted]

Additional Information

Nature of Complaint: Please select

Supporting Information: Please enter

Supporting Documents: Upload 1 to 10 files. It supports png, jpg, jpeg, pdf. Each file size should not exceed 10MB.
+ Upload file (0/10)

Back Submit

Utility Patent

Create Complaint

IP Management

Complaint Management

IP Information

Certificate Type: Utility patent

Utility patent Name:

Utility patent Owner:

Register Number:

Country of Registration:

Identity Validity Period:

Additional Information

Nature of Complaint

Please select:

Supporting Information

Please enter:

Supporting Documents

Upload 1 to 10 files. It supports png, jpg, jpeg, pdf. Each file size should not exceed 10MB.

+ Upload file (0/10)

Back **Submit**

Registered Copyright

Nature of Complaint

Please select:

Supporting Information

Please enter:

Supporting Documents

Upload 1 to 10 files. It supports png, jpg, jpeg, pdf. Each file size should not exceed 10MB.

+ Upload file (0/10)

Statement

I have a good faith belief that the reported use of the photo(s) described above, in the manner complained of, is not authorized by the rights owner, its authorized representative, or the law.

I state the above information is accurate, and under penalty of perjury that I am the rights owner or am authorized to act on behalf of the rights owner.

I agree that TikTok Shop may provide my contact information, including email address and the name of the rights owner, and/or other details of the notice to the account holder identified in my report, in accordance with IPPC's Terms of Service and [Privacy Policy](#)

Signature

Insert the signature of the rights owner or an authorized representative of the rights owner. You can enter your full legal name as your electronic signature.

Sign your name electronically:

Back **Submit**

Unregistered Copyright

Additional Information

Nature of Complaint
Please select

Supporting Information
Please enter

Supporting Documents
Upload 1 to 10 files. It supports jpg, jpeg, jpg, pdf. Each file size should not exceed 10MB.
+ Upload file (0/10)

Statement

I have a good faith belief that the reported use of the Intellectual Property Right(s) described above, in the manner complained of, is not authorized by the rights owner, its authorized representative, or the law.

I state the above information is accurate, and under penalty of perjury that I am the rights owner or am authorized to act on behalf of the rights owner.

I agree that TikTok Shop may provide my contact information, including email address and the name of the rights owner, and/or other details of the notice to the account holder identified in my report, in accordance with IPPC's Terms of Service and Privacy Policy

Signature
Insert the signature of the rights owner or an authorized representative of the rights owner. You can enter your full legal name as your electronic signature.

Sign your name electronically

Back Submit

4.2 REVIEWING COMPLAINTS

4.2.1 COMPLAINT LIST VIEW

You can review submitted complaints from the **Complaint Management** page.

IP Management

Complaint Management

All | In Progress | Reviewed

Submit Time: 2022-07-06 - 2022-07-13 | Complaint Reason: Please select content | IP Information: All | Enter name or ID

Search Reset

3 Complaints

Complaint #	Submitted Time	IP Information	IP Type	Complaint Reason	# of Products	Status	Action
[REDACTED]	[REDACTED]	[REDACTED]	Copyright	Unlawful Reproduction	2	In Progress	View
[REDACTED]	[REDACTED]	[REDACTED]	Original content	-	2	In Progress	View
[REDACTED]	[REDACTED]	[REDACTED]	Trademark	Wrong Association	2	In Progress	View

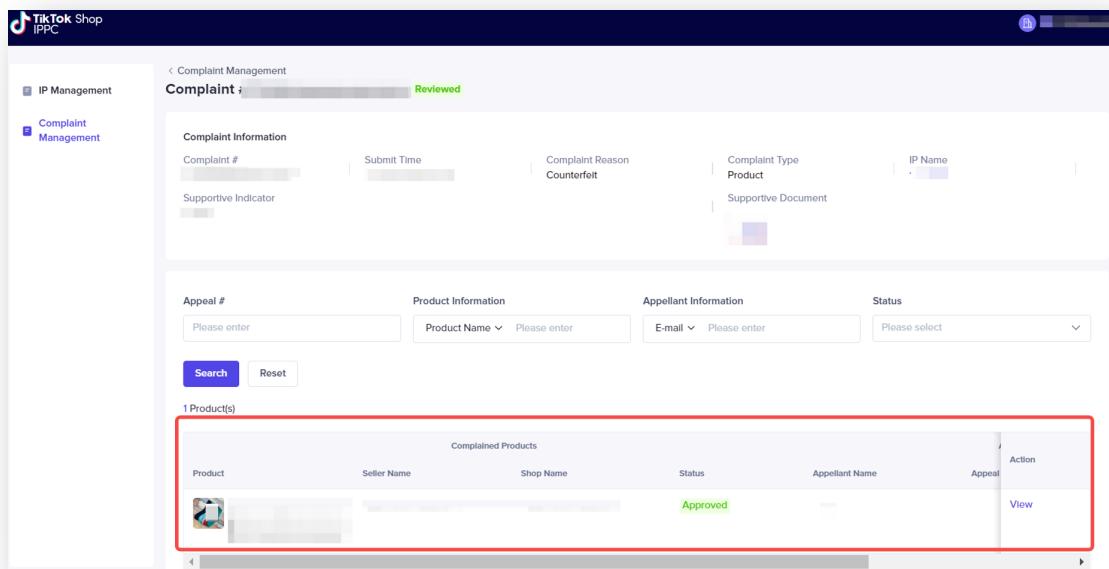
You may click on **View** to review the complaint details. You may also use the filters at the top of the page to search for submitted reports.

After the review has been completed, you will receive an e-mail notification about the outcome of your submission. You may also check the status of your submission within IPPC.

- **In progress:** Your report is in the process of being reviewed.
- **Reviewed:** Your report has been processed.
- **SellerAppealed:** The seller has appealed against your report.

4.2.2 COMPLAINT DETAILS PAGE

Here you can review the objects (products, live rooms or videos) included in your reported.



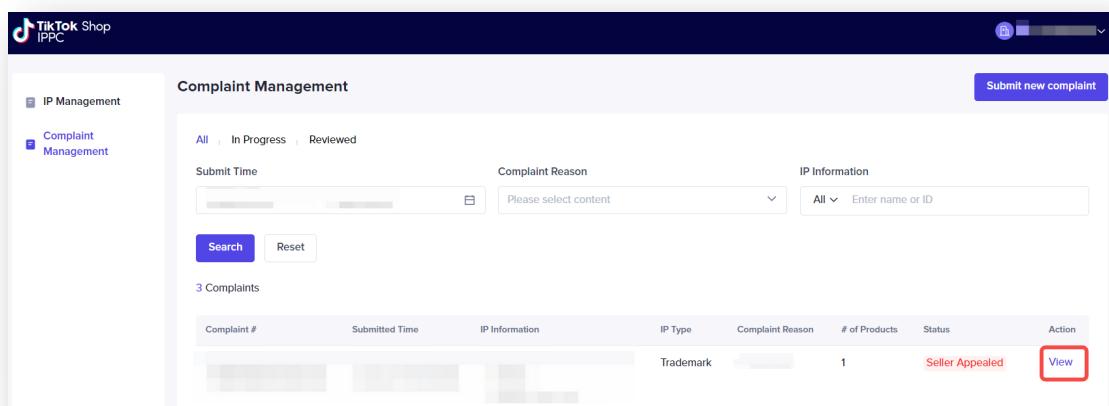
The screenshot shows the 'Complaint Management' section of the TikTok Shop IPPC interface. At the top, a navigation bar includes 'IP Management' and 'Complaint Management'. The main area is titled 'Complaint' with a progress bar showing 'Reviewed'. Below this, 'Complaint Information' fields are displayed: 'Complaint #' (redacted), 'Submit Time' (redacted), 'Complaint Reason' (Counterfeit), 'Complaint Type' (Product), and 'IP Name' (redacted). A 'Supportive Indicator' section is also present. Below these are search and filter fields for 'Appeal #' (Please enter), 'Product Information' (Product Name: Please enter), 'Appellant Information' (E-mail: Please enter), and 'Status' (Please select). A table titled '1 Product(s)' shows a single entry for 'Complained Products'. The table columns are 'Product' (with a thumbnail image), 'Seller Name' (redacted), 'Shop Name' (redacted), 'Status' (Approved), 'Appellant Name' (redacted), and 'Action' (View). The entire table row is highlighted with a red box.

The review status of the products, live rooms or videos reported is displayed on the complaint details page.

- **Approved:** we have approved your report against the product, live room or video and have taken action against it.
- **In progress:** the report is in the process of being reviewed.
- **Rejected:** Based on the information provided, we were unable to verify that the product, live room or video has infringed your IP right. We have not taken an enforcement action. You may submit a fresh report if you have further information or materials to provide. You may also contact the seller to express and resolve your concerns directly.

4.2.3 APPEALS

If a product, video, or live is taken down due to your complaint, the seller has the right to appeal this decision. You will receive a notification for any appeal submissions or decisions. You can also see any appeals from the **Complaint Management** page.



The screenshot shows the 'Complaint Management' section of the TikTok Shop IPPC interface. At the top, a navigation bar includes 'IP Management' and 'Complaint Management'. The main area shows a progress bar with 'All', 'In Progress', and 'Reviewed' stages. Below this, 'Submit Time' (redacted), 'Complaint Reason' (Please select content), and 'IP Information' (All, Enter name or ID) fields are displayed. A 'Search' and 'Reset' button are also present. A table titled '3 Complaints' shows three entries. The table columns are 'Complaint #' (redacted), 'Submitted Time' (redacted), 'IP Information' (redacted), 'IP Type' (Trademark), 'Complaint Reason' (redacted), '# of Products' (1), 'Status' (Seller Appealed), and 'Action' (View). The 'Seller Appealed' status is highlighted with a red box.

Click **View** next to a complaint to open the complaint details.

The screenshot shows the 'Complaint Management' section of the TikTok Shop IPPC User Manual. At the top, a message 'Seller Appealed' is displayed. Below it, 'Complaint Information' includes fields for 'Complaint #', 'Submit Time', 'Complaint Reason', 'Complaint Type (Product)', and 'IP Name'. A 'Supportive Indicator' section is also present. Below this, a search bar with fields for 'Appeal #' (Please enter), 'Product Name' (Please enter), 'E-mail' (Please enter), and 'Status' (Please select), with 'Search' and 'Reset' buttons. A table titled 'Complained Products' shows one product entry with a status of 'Appealed Successfully' and a 'View' button. The status cell and the 'View' button are highlighted with red boxes.

The screenshot shows a modal dialog titled 'Complaint to [REDACTED]'. It displays the status 'Appealed Successfully' in red. Below this, it lists 'Seller Name', 'Seller ID', 'Shop Name', and 'Appellant Name' (all redacted). It also lists 'Full Legal Name', 'Email', 'Physical Address', and 'Phone Number' (all redacted). The dialog is divided into sections: 'Appealed Successfully' (with a sub-section for 'Appealed Product(s)') and 'Appeal Submitted' (with a sub-section for 'Appealed Product(s)'). Each section contains fields for 'Appeal Reason' and 'Supportive Document(s)'. A 'Back' button is at the bottom right.

At the complaint details page, click on **View** in the Complained Objects section to see the appeal details.

Appeal Submitted: the seller or creator of the reported product, live room or video has appealed against the enforcement action. The appeal is in the process of being reviewed.

Appealed Successfully: the seller or creator's appeal has been accepted and the enforcement action has been withdrawn.

Appeal Rejected: the seller or creator's appeal has been rejected and the enforcement action is maintained.

5. IPPC DOCUMENT SUBMISSION GUIDELINES

5.1 GENERAL GUIDELINES FOR ALL SUBMISSIONS IN IPPC

Below is a list of best practices that Rights Owners can follow when submitting documents via IPPC.

- Ensure that all documents submitted are complete with full information. For example, if a document has 3 pages, please submit all 3 pages.
- Do upload documents with a good resolution, ensuring that all information on the document is clear and legible.
- Make sure to double check that the fields selected and manually entered in your IPPC submissions can be found in the attachments uploaded. Additionally, ensure that the manual entries in your IPPC submissions are an exact match with the documents uploaded.
- Website screenshots and downloadable website materials that are accessible by the public are generally not accepted. Please ensure to upload official documents that have been issued from the respective government bodies, agencies, companies or businesses.
- Submissions of application forms are not acceptable. For example, an application form showing that you have applied for a business license, or an application for a trademark to be registered is not acceptable.

5.2 USER IDENTIFICATION DOCUMENTS

Please find a list of acceptable user identification document types below, depending on whether you are an individual or enterprise signing up for an IPPC account.

Entity Type	Acceptable documents for submission (non-exhaustive)
Individual	Identity Card Passport
Enterprise	Business License Certificate of Incorporation Certificate of Good Standing Letter Regarding an Assignment of an Employer Identification Number [US]

5.3 INTELLECTUAL PROPERTY RIGHTS DOCUMENTS

The following table serves as general guidance for IPPC users when submitting IPR documents for verification. Please note that the submission of the document(s) outlined below does not necessarily lead to an approval of your IPR document. TikTok Shop will have to verify the submitted documents based on multiple data points and information sources before determining if the submitted document(s) can be accepted.

IPR Type / LOA	Documents Required	Things to Note
Trademark	Official trademark certificate issued by the relevant IP Office. If you have renewed your trademark, please upload the original trademark certificate as well as the renewal certificate for verification.	WIPO screenshots or WIPO extracts are generally not accepted

If a change of trademark ownership has occurred, please also upload the official document issued by the IP office.



WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

REGISTERED TRADEMARK -

210 Serial number	220 Application date
111 Registration number	600 Publication date
551 Kind of mark	131 Registration date
500 Type of mark	180 Expiry date
511 Nice classification - NCL	
540 Reproduction of the mark	
541 Reproduction of the mark where the mark is represented in standard characters	

NAMES AND ADDRESSES

730 NAME AND ADDRESS OF THE APPLICANT OR THE HOLDER	740 NAME AND ADDRESS OF THE REPRESENTATIVE
---	--

CLASSIFICATION

511 THE INTERNATIONAL CLASSIFICATION OF GOODS AND SERVICES FOR THE PURPOSES OF THE REGISTRATION OF MARKS (NICE CLASSIFICATION) AND/OR LIST OF GOODS AND/OR SERVICES CLASSIFIED ACCORDING THERETO
--

1/2

Registered Copyright

Official copyright certificate issued by the relevant IP Office or a copyright claim form.

Visual representation of the copyrighted material that has been registered.

Any other additional documents proving that you own the copyrighted material.

Unregistered Copyright	<p>Main image / video: The raw, original photo or video content without edits, overlays, or watermarks.</p> <p>(Photo submissions) A set of other photos taken of the same subject and in the same setting as the original content, such as unused photos taken from different angles and any other "behind the scenes" photos, such as test shots or photo studio shoot photos clearly showing the product.</p> <p>(Live and Video submissions) A screenshot of your logged-in account used to post your content, or any other proof of your ownership of the content if you have not posted it online.</p> <p>(Optional) First Publication URL.</p>	
Registered Design	<ul style="list-style-type: none"> Official design certificate issued by the relevant Patent Office. Visual representation showing all the different angles of the registered design. 	For US design patent infringement issues, please submit reports via this webform instead
Utility Patent	<ul style="list-style-type: none"> Official patent certificate issued by the relevant Patent Office. Includes complete details of the issued patent such as a description of the patent and image(s). 	Not supported for US reports currently
Letter of Authorisation / Power of Attorney (where applicable)	<p>Document(s) that can prove you have been authorised by the IPR owner to handle IPR complaints on behalf of the IPR owner</p>	<ul style="list-style-type: none"> Ensure all the details in the LOA / POA match the IPPC submission's manual inputs. LOA regarding the right to sell or distribute the Rights Owner's products in the market of sale is considered an invalid submission.

When submitting IPR documents, it is important to note that the Rights Owner's registered IPR should be in an active status in the jurisdiction for which they have applied for, otherwise it will be rejected. This can be verified via the relevant IP Office websites prior to their submission in IPPC.

5.4 COMPLAINT SUBMISSION GUIDELINES

The following table outlines the different IPPC complaint types and an overview of the types of corresponding supporting materials a Rights Owner may submit for each complaint type. Please note that this serves as general guidance only and may be subject to changes. Rights Owners may also provide additional supporting evidence not limited to the supporting documents mentioned below.

NOTE: Reports related to distribution control and sale price control are not accepted. For more information on the types of IPR infringement notices that may not be accepted, refer to our [TikTok Shop Intellectual Property Policy](#).

Category	Complaint Reason	Definition	Supporting Documents (non-exhaustive)
Trademark	Counterfeit	The listed product, live or video is alleged to infringe on a Rights Owner's trademark rights as it involves the sale or promotion of counterfeit products.	<p>Provide clear and verifiable counterfeit indicators, such as visual representations showing a side-by-side comparison of an authentic product vs a counterfeit.</p> <p>If counterfeit indicators are not clearly visible based on the product images or description uploaded by the seller, product images or videos from buyer reviews showing clear differences with the authentic product can be submitted as supporting evidence.</p>
	Wrong Association	The listed product infringes on a Rights Owner's trademark rights as the	An explanation supported with images clearly showing where the wrong association with the Rights Owner's trademark has occurred.

	<p>associated trademark is used for a third party's product.</p> <p>For example, the product sold is Brand X, but the product description alleges that the product is a Brand Y product, wrongly associating the product to Brand Y.</p>	
Over Use	<p>Using another Rights Owner's trademark in the product listing image(s) to promote the product / service predominantly without the authorisation of the trademark owner.</p> <p>For example, the listing displays Brand X's trademark as an overlay or watermark even though Brand X's trademark is already present on the product packaging. The seller listing the product has not been authorised to use Brand X's trademark in their product listings.</p>	<p>An explanation supported with images clearly showing where the Over Use has occurred.</p>
[Live / Video Reports] Unauthorised use of trademark in video/live content	<p>Unauthorised use of trademark in video/live content</p> <p>For example, the content uses another party's registered trademark to promote a generic product without authorization from the trademark owner.</p>	<p>An explanation supported with images clearly showing where and when the unauthorised use of trademark has occurred (eg: video or live timestamp screenshots).</p>

Registered Copyright	Piracy	<p>The listed product allegedly infringes on another's copyright as a pirated copy.</p>	<p>Provide clear and verifiable piracy indicators, such as visual representations showing a side-by-side comparison of an authentic product vs a pirated product.</p> <p>If piracy indicators are not clearly visible based on the product images or description uploaded by the seller, product images or videos from buyer reviews showing clear differences with the authentic product can be submitted as supporting evidence.</p>
	Unlawful Reproduction	<p>The listed product infringes on another's copyright as it involves the sale of products featuring unauthorised copyrighted work, or unauthorised reproductions of copyrighted work.</p>	<p>An explanation supported with images clearly showing where the unlawful reproduction of your copyrighted material has occurred on the listing.</p>
	Unlawful Access	<p>The listed product infringes on another's copyright as it provides unauthorised access to copyrighted work using software programs or hardware devices.</p>	<p>An explanation supported with evidence clearly showing how you determined that the listed product provides unauthorised access to your copyrighted work.</p>
	Content Infringement	<p>The listed product infringes on another's copyright as copyrighted work is used as listing content.</p> <p>For example, a product listing uses the copyright owner's product images without prior authorisation from the copyright owner.</p>	<p>An explanation supported with images clearly showing where the copyrighted work has been used on the listing. It should also be clear that the material shown on the product listing is a 1:1 match with your copyrighted work.</p>

	[Live / Video Reports] Unauthorised use of registered copyright in video/live content	Unauthorised use of registered copyright in video/live content	An explanation supported with images showing where and when the unauthorised use of your copyrighted work has occurred (eg: video or live timestamp screenshots).
Unregistered Copyright	Unauthorised use of image in product listing	<p>The listed product infringes on another's copyright as copyrighted work is used as listing content.</p> <p>For example, a product listing uses the copyright owner's product images without prior authorisation from the copyright owner.</p>	An explanation supported with images clearly showing where the copyrighted work has been used on the listing. It should also be clear that the material shown on the product listing is a 1:1 match with your copyrighted work.
	[Live / Video Reports] Unauthorised use of unregistered copyright in video/live content	Unauthorised use of unregistered copyright in video/live content	An explanation supported with images showing where and when the unauthorised use of your copyrighted work has occurred (eg: video or live timestamp screenshots).
Registered Design <i>[For US reports, please submit via this webform instead]</i>	Registered Design Infringement	The listed product is infringing on a Rights Owner's registered design.	<p>A description explaining how the reported product infringes the registered design along with an illustration that compares the reported product(s) to the registered design;</p> <p>Other supporting information or documents proving the alleged infringement.</p> <p>For more information, refer to TikTok Shop Academy's article on Design Infringement Reporting: Vietnam, Thailand, Malaysia, Philippines, Singapore, Indonesia, UK.</p>

Utility Patent <i>[Not supported for US reports currently]</i>	Utility Patent Infringement	The listed product is infringing on a Rights Owner's issued patent.	A description explaining how you consider the reported product infringes the issued patent along with any other supporting information or documents proving the alleged infringement.
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6. SUPPORT

If you have question or feedback regarding TikTok Shop IPPC, please reach out to e-commerce.ipnotice@tiktok.com.