CLIENT RESOURCE / IP LICENSING & ADVISORY

Before Signing an IP Licence or Assignment

A discussion checklist for a proposed intellectual property agreement. Clarify the rights, business terms and responsibilities before committing to a licence or transfer.

01 / Identify the rights and the parties

List the patents, trademarks, designs, works or other assets involved. Identify the proposed contracting parties and gather documents showing ownership and authority to grant or transfer the relevant rights.

02 / Distinguish permission from ownership

A licence generally permits specified use while ownership remains with the licensor. An assignment transfers ownership of the rights covered. Confirm which arrangement is intended and exactly which rights it includes.

03 / Define the scope of use

Discuss territory, duration, products, permitted activities and any exclusivity. Clarify whether sublicensing, changes to the work or brand, and use by group companies or contractors are allowed.

04 / Review the commercial terms

Record proposed fees, royalties, payment dates and reporting obligations. Discuss any minimum commitments, audit provisions, taxes or additional expenses with the appropriate advisers before agreeing figures.

05 / Allocate responsibilities

Clarify quality standards, approvals, confidentiality, maintenance of rights and handling of infringement claims. Identify who bears the costs and responsibilities, and review any warranties, liability limits or indemnities.

06 / Plan signing, termination and disputes

Ask about required formalities or recordal, applicable law and dispute resolution. Agree what happens on expiry or termination, including outstanding payments, stock, confidential information and continued use of the IP.

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Scope: General introductory information, not an official filing manual or advice on a specific matter. Requirements, fees and deadlines must be checked for the relevant case before action.

Background reference: WIPO - IP Assignment and Licensing. Accessed 3 November 2026.