ICC Counterfeiting Intelligence Bureau

HOLOGRAM
IMAGE
REGISTER

International Hologram Manufacturers Association
IHMA
Hologram Image Register — HIR

Portal User Guide

ICC Counterfeiting Intelligence Bureau

Contents

HOLOGRAM IMAGE REGISTER

The HIR Portal

- Independently operated by the Counterfeiting Intelligence Bureau (CIB) on behalf of the International Hologram Manufactures Association (IHMA).

- A secure online database only accessible by CIB operators and the concerned IHMA member.

- A completely online based system allowing IHMA members to access their every design check and registration.

- A database focused on helping to ensure that copyrights are not infringed and to combat counterfeiting.

- Access to the portal is a benefit for all IHMA members, with no limit to the number of design check and registration submissions.

- Breaks down the registration process into two simple steps:
  - Design check – Submission of all the various graphical features of the hologram along with its corresponding copyright information.
  - Registration – Progressing from a successful design check application, will now require the user to upload all the physical characteristics of the completed hologram. Member is also required to send a physical sample to the CIB office as proof.

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Portal Login Page

URL: https://hirportal.icc-ccs.org/

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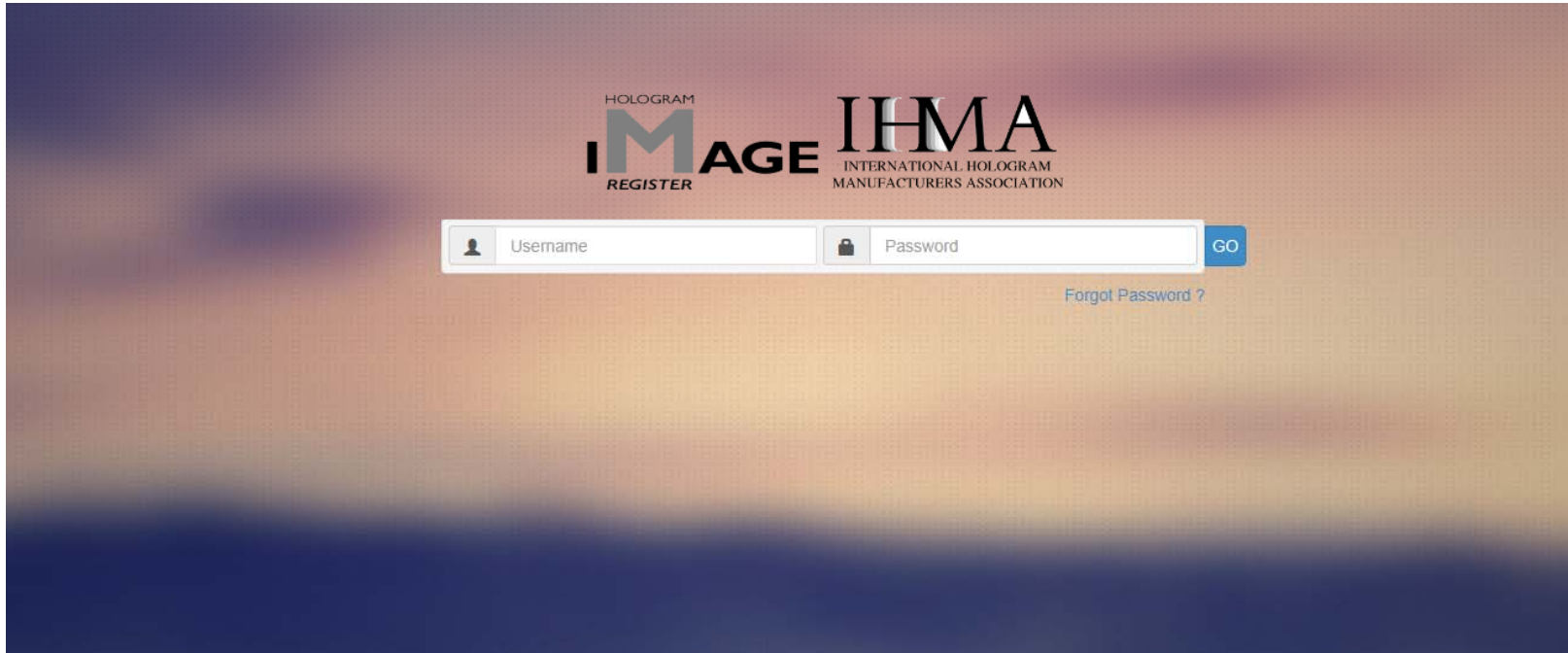
Your username is a registered email within your company.

Open source emails such as Hotmail, gmail...etc. will not be allowed without specific permissions.

First time logging in will prompt you to input a new password of your choosing.

Note. If this is your first time accessing the portal, please contact the CIB to register your account. See final page.

Portal Home Page

Account overview

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Design Check Tab—Allows users to access, create and submit a new design check (DC) application.

Registration Tab—Allows users to access, submit and view your registration files and applications. You can also view and download your electronic registration certificates.

General Enquiries—Allows users to query, report or clarify any technical issues within the portal.

User Management—Only viewable by the account administrator. To view and manage any user accounts within their company.

Manufacturer Details—Allows users to view and update their companies contact details.

Lower table—Features the five most recent DC files that the user has worked on.

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Design Check

Design Check Page

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This table lists all of the DCs submitted. This panel gives information on the Design Check No (which is a unique identification number), title of hologram, status, customer name, submitted by, no. of notifications and date created.
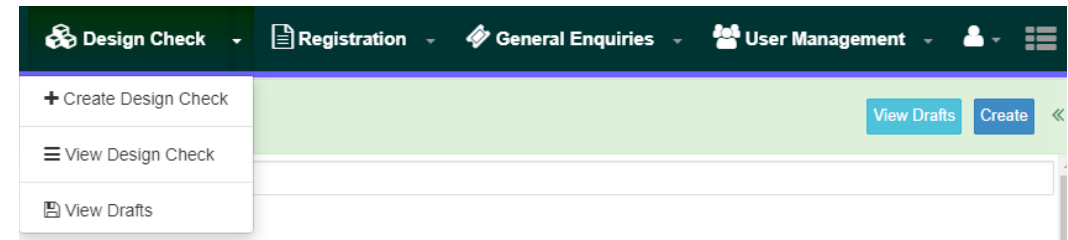
On clicking the Design Check tab or clicking the drop down arrow, the user will be able to:

1. Create a DC (alternatively select the blue "Create" button on the far right)

2. View the table of all DC applications

3. View saved DC drafts

Submitting a Design Check
Warranties and Indemnity

Before a user can begin a design check application, they must first read and accept the copyright warranty and indemnity (W&I).

By accepting the W&I, the user confirms that their company has obtained all the necessary legal chain of rights to design, create and/or produce the hologram that they will be submitting to the Hologram Image Register

*Please read below copyright warranty and indemnity. Select **'Agree'** to confirm you have understood the copyright warranty and have the customer authorisation to proceed for hologram design check and registration*

1.WARRANTIES AND INDEMNITY

By clicking agree, the IHMA Member warrants that, in respect of the brand(s), logo(s), crest(s), trademark(s), design(s) etc (the **Work(s)**), presented to the CIB to register the Work(s) and any ensuing hologram:

(a) the IHMA Member is the sole legal and beneficial owner of the copyright all other rights in the Work(s), which have not been created in the course of employment, or the authors of the Work(s) in each case, have assigned the copyright and all other rights in the Work(s) to the IHMA Member; or the IHMA Member have been given license from the copyright holder, to use artwork for the sole purpose of including in the proposed design.

(b) the Work(s) have not been copied wholly or substantially from any other work or material or any other source;

(c) the Work(s) qualify for copyright protection under the Copyright, Designs and Patents Act 1988; and copyright legislation local to the country of design origin;

(d) the copyright and all other rights of the Work(s) are free from any security interest, option, mortgage, charge or lien;

(e) the IHMA Member is unaware of any infringement, or likely infringement of, the copyright or any other rights in the Work(s);

(f) so far as it is aware, the exploitation of the rights will not infringe the rights of any third party;

(g) the Works contain nothing that is defamatory or indecent.

1.2 The IHMA Member shall indemnify the CIB against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses) suffered or incurred by the CIB arising out of or in connection with:

(a) any breach by the IHMA Member of the warranties contained in clause [1.1] above.

(b) the enforcement of [these terms and conditions].

1.3 At the request of the CIB and at the IHMA Member's own expense, the IHMA Member shall provide all reasonable assistance to enable the CIB to resist any claim, action or proceedings brought against the CIB as a consequence of that breach.

1.4 This indemnity shall apply whether or not the CIB has been negligent or at fault.

1.5 If a payment due from the IHMA Member under this clause is subject to tax (whether by way of direct assessment or withholding at its source), the CIB shall be entitled to receive from the IHMA Member such amounts as shall ensure that the net receipt, after tax, to the CIB in respect of the payment is the same as it would have been were the payment not subject to tax.

Agree

Submitting a Design Check
Overview

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ICC-CCS
Hologram Image Register

Dc Create Design Check

Warranties and Indemnity | Copyright Information | Design | Primary Visual Features | Secondary Visual Features | Close Examination Features

Submit | Save As Draft | Cancel | «
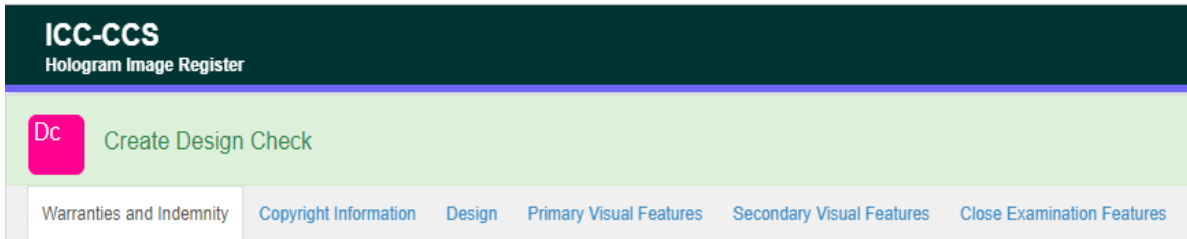
Submitting a DC application requires you to fill out 5 sections:

1. Copyright Information
2. Design
3. Primary Visual Features
4. Secondary Visual Features
5. Close Examination features
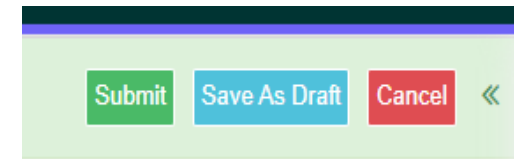
All sections must be completed in order to submit a DC or the user will not able to proceed.

In the event that the user does not have all information at hand, the DC file maybe saved as a draft (light blue button on the top right) and can be accessed and edited at a later time.

* Please ensure that all submissions are accurate and no information is missing. Once the file has been submitted, it can no longer be edited as the CIB will be conducting its searches against the HIR database with the information initially provided.

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Submitting a Design Check
Copyright Information, Artwork Copyrights

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Artwork Copyrights

1 Do you own the Artwork copyrights?

[Yes] [No]

1.1 Will you Retain, Assign or License this artwork copyright to your client or a third party?

[Retain] [Assign] [License]

1.2 Country

⚠ WARNING!

To continue this registration assumes you have an agreement or license from the artwork copyright holder to use the design or artwork provided to you. This is explained in the warranties and indemnities page. Failure to have this authorisation can result in copyright infringements.

☐ I have read and understood the above warning.

Artwork Copyright Owner Details

1.1 Name

Owner Name

1.2 Country

Select Country..

Artwork copyright encompasses both the hologram design and trademark features within the hologram design.

1. If you "Own" the artwork copyrights, please advise if the copyright will be:

Retained: Continue to be owned by yourselves.

Assign: To be passed/assigned to another company.

License: To permit another company to use the copyright as part of a legal agreement.

If the copyright will be Assigned or Licensed, you are required to provide the name of the company and the country of registration.

If the artwork copyright does not belong to the member, the warning on the left will be prompted. Please read and tick the box once the required authorisation is obtained and the risk understood.

1.1   Please provide the artwork copyright holders name and country of registration.

Submitting a Design Check
Copyright Information, Design Copyrights

Design Copyrights

2 Is the proposed hologram based on a new design? 3 Has your company created the design?

[Yes] [No]   [Yes] [No]

4 Do you own the Design copyrights?

[Yes] [No]

Design copyright encompasses the hologram design.

2. If the design created is completely new, please select "yes".

   If not, select "No". This will prompt the popup, as seen on the right. Please read and accept the warning to progress.

⚠ WARNING!

You risk infringing a copyright. Proceed with caution. CIB & HIR will not be held responsible for any breach of copyright

☐ I have read and understood the above warning.

4 Do you own the Design copyrights?

[Yes] [No]

4.1 Will you Retain, Assign or License this design copyright to your client or a third party?

[Retain] [Assign] [License]

3. Select whether or not your company has or has not created the design.

4. Select whether or not your company owns the design copyrights

   If "No", the same notification as seen in page 10 will be prompted. You will be required to input the name and country of registration of the Design Copyright holder, as seen in the last image (q. 4.1 & 4.2).

   If you "Own" the design copyrights, please advise if the copyright will be:

   Retained, Assigned or Licensed.

Design Copyright Owner Details

4.1 Name

Owner Name

4.2 Country

Select Country..

If the copyright will be Assigned or Licensed, you are required to provide the name of the company and the country of registration.

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Submitting a Design Check
Copyright Information, Hologram Copyrights

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Hologram copyright pertains to the finalised and complete hologram.

Hologram Copyrights

5 Who is the hologram for?

Select..

In-House
Company Agent Or Representative
Intermediary, Printer , Converter, etc.
End User, Customer

5. Please select who the hologram is for.

If the hologram is for a "Company agent", "Intermediary, printer" or "End User, Customer". You will be required to select the name of the company in the drop down list under section 5.1.

If the company is not previously listed, scroll to the bottom of the drop down list and select "New Customer". You will be required to enter the name and country of registration of the company, as shown in section 5.1.1. and 5.1.2.

*Note, every new company inputted will be saved within the database and listed within the dropdown list (5.1) for future applications for your convenience, should you ever do further work for the same company.

Hologram Copyrights

5 Who is the hologram for?
Company Agent Or Representative   x ▾

5.1 Customers
New Customer   x ▾

Customer Details
5.1.1 Customer Name
Customer Name

5.1.2 Country
Select Country..   ▾

6 Is the proposal based on a previous hologram registered with the HIR.?
Yes   No   Not Known

6. If the hologram in this application is based on a hologram already registered in the HIR, please select "Yes".

6.1 Do you know the Previous Registration Number.?
Yes   No

For example, this new hologram application is an updated version for 2023, where the previous versions of the hologram (2021, 2010...etc) have been registered in the HIR by yourselves or have been notified that they were previously registered by another IHMA member.

6.1.1 Please enter previous registration number
Previous Registration Number

6.1   If you have the registration number of a previously registered hologram, please provide this.

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⑦ Do you own the copyrights to the hologram?

Yes   No

7.   Select whether or not your company owns the hologram copyrights.
     If you "Own" the copyrights to the hologram, please advise if the copyright will be:

     Retained, Assigned or Licensed.

7.1 Will you Retain, Assign or License this image copyright to your client or a third party?

Retain   Assign   License

If the copyright will be Assigned or Licensed, you are required to provide the name of the company and the country of registration.

Sub-Contractor/Originator Copyright Owner Details

7.1 Owner Name

Owner Name

7.1 If "No", same notification as seen in page 10 will be prompted. You will be required to input the name and country of registration of the Sub-Contractor/Originator Copyright Owner Details, as seen in the last image (q. 7.1 & 7.2)

7.2 Country

Select Country..   ▾

Submitting a Design Check
Design

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Design

Is the design CURRENTLY competing for a Tender?

Yes   No

1 Title Of Hologram

Required

2 Proposed Hologram Design

3 Source Artwork File Category

Select Source Artwork File Category..

|

Customer Supplied Artwork

Customer Specification

In House Design

4 Description

Description

Please select whether or not the hologram is currently competing for a Tender.

* Note, we can process design checks which are competing for tenders however, the hologram can only be registered once proof is shown that the hologram design has won the Tender. Otherwise, if the hologram is not competing for a tender, the application will be processed as normal.

1. Please input the Title of the hologram. It is preferable that the name is relatable to hologram and not a job number or code name.

2. Please upload images of the completed hologram design. Ensure the images are common formats e.g. JPEG, PNG, PDF etc. The images must show all the various features incorporated in the hologram along with any trademarks and/or logos. Any text must also be made as clear as possible (zoomed window) wherever they may feature on the hologram design.

3. Please select the appropriate artwork file category from the dropdown list and upload an image file. Ensure the images are common formats e.g. JPEG, PNG, PDF etc.

4. Provide a detailed description of your hologram design. Please be as descriptive as possible, this includes the description of the design and any physical characteristics of the hologram. This is a free text box with no character limit.

*Note, if the description submitted does not reflect the same level of detail as the uploaded image files, we may return the application back to the user to provide more information.

Submitting a Design Check
Primary Visual, Secondary Visual and Close Examination Features

The three next and final tabs, Primary Visual, Secondary Visual and Close Examination Features is where the user must now input all the various details and features that compose the hologram design.

Primary Visual Feature   -   Main or most prominent feature of the hologram and is often at the foreground of the design. Usually a trademark/logo.

Secondary Visual Feature   -   Various features which sit in the midground to background of the hologram design.

Close Examination Feature   -   Any small / micro features within the hologram which may often require a device to view. Can be micro text or code.

The input fields within each of the tabs (Primary, Secondary and Close) are all the same and can be followed on a step by step basis. Please be as detailed and as accurate as possible when inputting the various features within the appropriate fields.

1. Select location of where the feature is positioned in the hologram from the drop down box.

2. Select the type of feature. For example, animal, flag, text...etc.

*Note, Depending on which category you choose, it may open another drop down list to specify the feature further.

If the feature is text based, please select "Text Design" in q. 2. and tick q.3.

Select the type of text which features in your design. If it is "Any Other Script", please provide a translation.

*Note, it is compulsory to input any and all text which features in your design. This includes any text which also feature in the trademark / logo.

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Submitting a Design Check
Primary Visual, Secondary Visual and Close Examination Features — Continued

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④ Upload Primary Visual Feature

Click To Add Another Primary Visual Feature

Back   Next

Failure! Please resolve all the errors before proceeding!   ✕

| Warranties and Indemnity | Copyright Information | Design | Primary Visual Features |

Artwork Copyrights

① Do you own the Artwork copyrights?

Yes   No

4.   If you have a separate image file for this specific visual feature, you may upload by selecting the icon as shown on the left.

•   If you have more than one visual feature within either of the primary, secondary or close features, you can select the green button located at the lower right hand of the screen. The system will then provide you with the same questions. This can be done as many times as you require.

•   Once you have completed all sections within the design check application, you can cycle through each of the sections by selecting "Back" or "Next" (as seen on the left) to double check the information you have provided.

•   If you attempt to submit a DC application with missing information in the mandatory fields, a "Failure!" message will be prompted (example image on the left). The portal will then highlight the tabs, submenus, and specific fields which contain missing information (as shown in the image on the left).

Submitting a Design Check
Submission and communication

| Submit | Save As Draft | Cancel | « |
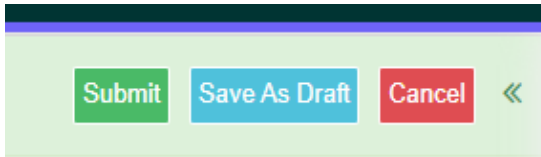
- Once all fields have been completed in the design check application, you may now proceed by selecting "Submit".

Disclaimer

We warrant that this is an accurate description of the specified hologram image and understand that, if this proposal proceeds to registration, future interrogations of the Hologram Image Register (HIR) will utilise this description. We request a search of the HIR to find out if the proposed hologram as described herein matches another already registered. If there is an exact or specific match, we will not proceed with this hologram until we have followed the IHMA match procedure described in the HIR Manual and/or we are fully satisfied that it is legitimate for us to produce this hologram image. We declare that the information and accompanying image and /or text files submitted are correct. By accepting this disclaimer I acknowledge that neither the Counterfeiting Intelligence Bureau (CIB) nor the International Hologram Manufacturers Association (IHMA) can/will be held responsible for any errors, omissions or inaccuracies in this description and hereby indemnify the CIB and IHMA against any claims arising from the use of this description on the HIR.

No   Yes

- Before the application is sent, the system will prompt a disclaimer. Please read through carefully and accept once understood.

- Upon successful submission the submitting user will receive an automated email confirming receipt of the application by the CIB.

Note. Only the submitting portal user will receive a notification, not any other users within the manufacturers registered portal accounts.

Submitting a Design Check
Submission and communication — Continued

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Once you have successfully submitted the design check, the file can be viewed in the design check main page with the status "New".

The CIB has up to 48 hours to respond to your design check application.

Nt Notes				➕
Subject ⇕	Attachment ⇕	Status ⇕	Posted By ⇕	Date Created ▲
Further Information Requested		Unread	Mr. Cyrus Mody	25th Aug 2022

- If the CIB requires any further information, the submitting portal user will be notified via the portal and via email. Should this be the case, the status of the design check will change to "Further Information Requested" and an email notification will be sent to the portal user.

- Messages sent by the CIB Via the portal can be viewed in the concerned DC file under "Notes" (as shown in the above image). This will contain any correspondence made by the CIB and/or the user. Click the subject line to view the message.

Create Note — Submit Cancel

Subject
Further Information Requested

Description
Portal User Guide

Attachment

- If the portal user is required to respond or has a query on the concerned DC file, click on the (+) to create a note (as shown in the above image).

- A new message window will appear.

- After sending the message, you will need to send the design check back to the CIB. Do this by selecting "Edit" at the top right hand side (whilst still in the concerned DC file) and then selecting "Submit". This will change the DC file status back to "New".

Submitting a Design Check
Warning Alert

A "Warning Alert" is issued if the CIB identifies a match to another hologram registered in the HIR database. A match can fall into any of the three following categories: EXACT, RELATED or PARTIAL.

EXACT   -   The CIB identifies a hologram in the register which appears to contain the exact same features and design as the proposed hologram.

RELATED   -   The CIB identifies a hologram in the register which appears to mostly contain the same design features as the proposed hologram.

PARTIAL   -   The CIB identifies a hologram in the register which appears to contain a few features which match the proposed hologram.

⚠ WARNING!

Please acknowledge the warning alert before resubmitting the Design Check

Ok
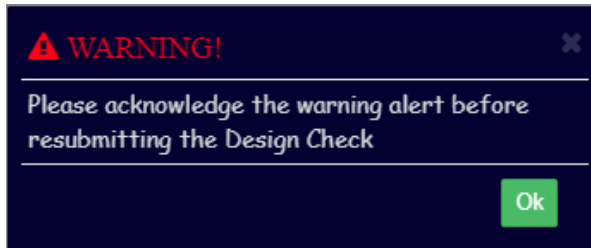
When a warning alert is issued, an automated email notification is sent to the portal user. Please access the portal to view the result of the DC application.

When opening the DC file in the portal, a Warning notification will be prompted. This must be acknowledged before the user can progress any further.

The user will then be directed to a note containing the warning alert. To download and view the warning alert, click on the attachment in the note.

The warning alert document is an official letter detailing the type of match found as well as the next steps to take.

WARNING ALERT

HIR Design Check Number: W-18360
Date of Issue: 25/08/2022

This is to certify that having carried out a search of the Hologram Image Register on: 25/08/2022

For a match with the hologram image described in HIR Design Check entitled: Portal User Guide

Using the information provided by: ICC-CCS Account

A(n) **EXACT MATCH** with a hologram image already recorded on the Hologram Image Register was found.

ICC Counterfeiting Intelligence Bureau

Submitting a Design Check
Warning Alert — Continued

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Nt	Warning Issued Alert: [W-18360] Portal User Guide

Portal User Guide

Posted By
CIB Analyst

Attachment

Date Created
25th Aug 2022

Description
Letter of authorisation required from trademark copyright holder.

Status
Read

⚠ **We have seen the warning alert and will not produce the hologram until the issue is resolved according to IHMA procedures.**

☐ Please click the checkbox to enable the acknowledge button.

- A "Description" box is featured in the notes page of the warning alert (as highlighted in the image on the left). This will contain advice or a request from the CIB analyst so that further checks can be conducted.

- In this example, the CIB analyst has stated that, a "Letter of authorisation required from trademark copyright holder."

- To progress further, please acknowledge the warning alert by ticking the box at the lower left hand side of the page.

- The user will then be directed back into the design check file with an option to re-submit the design check in the top right-hand side (as shown in the below image).

- When selecting "Re-Submit" the portal will open the design check file and allow the user to edit certain sections. The only sections that **cannot** be edited are the Hologram Title and customer information.

- The most common procedure is to submit the same design check without making any changes. Once the DC is submitted, the new file will contain the same information but will have an added reference in the DC number; DC-12345 (Ver-1). The "Ver" reference in the DC number highlights that the file is a re-submission.

Re-Submit «

Close Examination Features

pyright warranty and have the customer authorisation to proceed for hologram design check and registration

, design(s) etc (the **Work(s)**), presented to the CIB to register the Work(s) and any ensuing hologram:

which have not been created in the course of employment, or the authors of the Work(s) in each case, have assigned the copyright and all other rights in the Work(s) to the IHMA Member; or the

- Once the re-submission has been made, the user is then required to submit a note (see page 18) with an upload of an authorisation letter.

- The DC file will then be reviewed again by the CIB

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COUNTERFEITING INTELLIGENCE BUREAU
Cinnabar Wharf, 26 Wapping High Street, London E1W 1NG, UK
Tel: +44 (0)207 423 6960   Fax: +44 (0)207 423 6961
E-mail: hir@icc-ccs.org

HOLOGRAM CLEARANCE NOTICE

To: ICC-CCS Account

ATTN: **Cyrus Mody**

This Bureau is in receipt of your recent Proposal Application to register the following Hologram Image/s. This is to certify that the Hologram Image Register was searched for a match with the image/s submitted and no matching hologram was discovered. The details of your application/s have been recorded, and the following Clearance Number is issued:

Hologram Title: **Portal User Guide**
Clearance Number: **C-18360(Ver-1)**

Date Of Issue: **02/09/2022**

When you have completed the manufacture of this hologram, please register it via the portal and send a sample to this Bureau.

Kind regards

CIB Analyst

- When the CIB has completed their checks against the HIR database and finds no match to any existing registrations, the CIB will issue a clearance notice (as shown in the left image) for the Design Check. A notification email will be sent out to the submitting portal user.

- This document will be available for download within the notes section of the respective design check file.

*Note. A Clearance Notice must not be considered or acknowledged as a registration document. This document is proof from the CIB that following checks against the HIR database, no match was found.

- The design check file's status in the portal will now be set to "Clearance Issued". The user can now submit a registration application.

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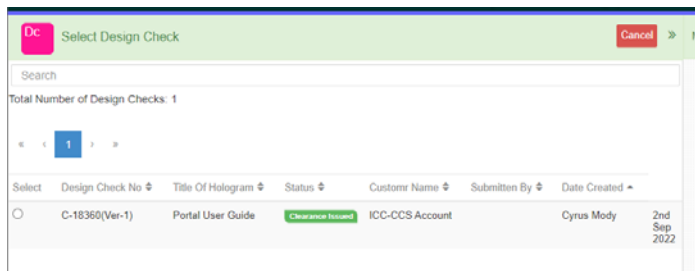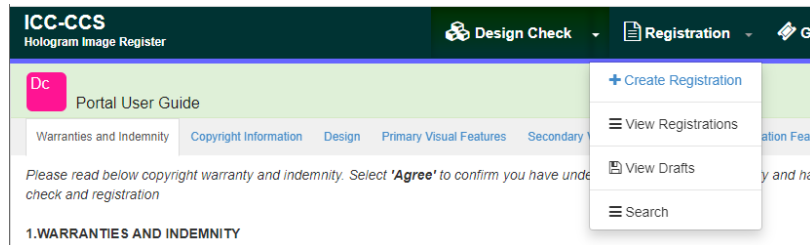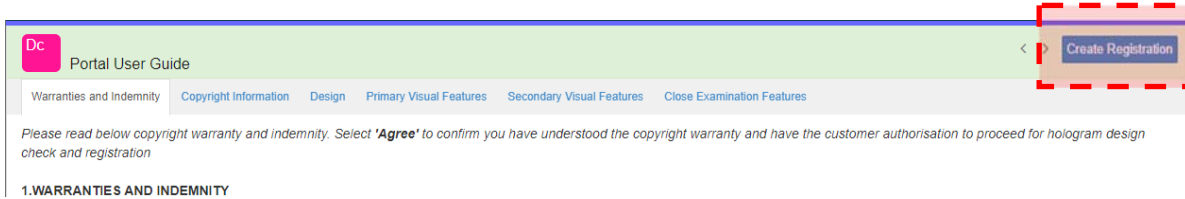# Registration

Submitting a Registration
Registration Application

- Upon receiving a clearance notice for a successful DC application, an option will now be made available to submit a registration.

- The first option for submitting a registration is by opening the "Cleared" DC file and selecting "Create Registration" (left image) situated in the top right hand side of the page.

- Alternatively, the user can select the "Registration" tab at the top menu bar and select "Create Registration".

- This will open a new page containing a table of all the design checks that have received clearances. Select the file you wish to submit a registration for by clicking on the corresponding file's circle on the far left hand column of the table.

Submitting a Registration
Registration application — Physical Characteristics

- After selecting "Create Registration", a new page will appear containing all the original tabs and information that was submitted in the DC application, along with three new tabs (see left image).

- All the information that was submitted in the DC application will be visible however, they cannot be edited.

- The registration application now focuses on all the physical, non-holographic and special effect features of the "now" manufactured hologram.

- By placing the cursor above the fields under the new tabs, a pop-up will appear containing a description of each of the options listed in the drop down box.

Submitting a Registration

Registration application — Visual Effects

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- In each of the visual features sections, there is now an option to add a visual effect, if your visual feature contains one.

- Q5. requires what physical movement must be applied to the hologram for the visual effect to be visible.

- Q6. lists all the various effects. However, if your effect is not listed please scroll to the bottom of the list and select other.

  - A new option numbered 6.1 will appear which will allow you to manually input your visual effect.

- If the primary visual feature contains more than one visual effect, please select "Add Another Visual Effect" located at the bottom right of the screen.

Warranties and Indemnity   Copyright Information   Design   Physical Characteristics   Primary Visual Features   Secondary Visual Features

Close Examination Features   Non-Holographic Contents   Completed Hologram Despatch

1 Does the hologram carry any serialised number or code?   1.1 Description

Yes   No   Description..

2 Is the number encoded?   2.1 Encoding Type

Yes   No   Select Encoding Type..

Back   Next

Serialised Number or Code Description

Ablated:
Serialised data or code burnt into the hologram surface by laser.
Optically integrated:
Serialised data or code integrated within the hologram during the origination or other optical process.
Over printed:
Serialised data or code printed onto the hologram surface by any print process.
Printed on label alongside:
Serialised data or code printed onto a label surface next to but not on top of the hologram by any print process.
RFID:
Radio frequency identification tags incorporated in or onto the support surface to which a hologram is attached.
Other:
Any data carrying medium not listed.

- Any non-holographic features can be inputted into this section of the registration.

- This includes QR codes, serial codes, RFID...etc. As listed in Q. 1.1.

- By placing the cursor above the field / question numbers 1.1 or 2.1 a pop-up will appear containing a description of each of the options listed in the drop down box (as shown in the left image).

- Before moving onto the next stage of the registration application, please ensure that all features on the hologram is reflected against the corresponding fields and are accurate. Failure to do so may result in the application being declined.

Submitting a Registration
Registration application — Hologram Dispatch

ICC Counterfeiting Intelligence Bureau

COUNTERFEITING INTELLIGENCE BUREAU
Cinnabar Wharf, 26 Wapping High Street, London E1W 1NG, UK
Tel: +44 (0)207 423 6960 Fax: +44 (0)207 423 6961
E-mail: hir@icc-ccs.org

Close Examination Features	Non-Holographic Contents	Completed Hologram Despatch

A physical sample of the completed hologram as per clearance certificate number   C-18360(Ver-1)

has been sent to the ICC-CIB.The sample has been dispatched on date   Sent On   by

Carrier's Website   with tracking number   Tracking Number..

Back   Next

- The final requirement for a hologram registration is to send a sample of the hologram to the office of the CIB.

- The address can be found on the clearance notice issued for the corresponding design check (see left).

- As holograms are confidential, high in value and for the purpose of security, we recommend that the samples are sent to the CIB office via courier and is trackable.

- Once sent, please provide us the tracking number and the courier's website. This is required under the "Completed Hologram Despatch" tab of the registration application.

- The CIB will review the registration application once the sample is received.
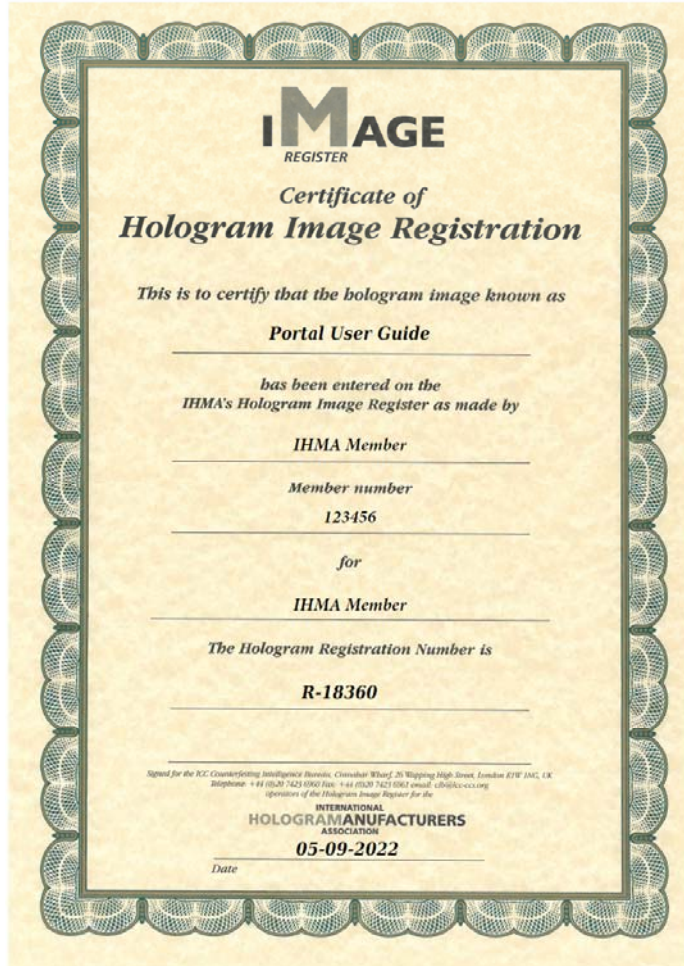
*Note, the CIB may return the registration application if they have any further questions concerning the sample and the information submitted in the application. This will be communicated via the notes section of the registration file.

Submitting a Registration
Registration application — Registration certificate

Certificate of
Hologram Image Registration

This is to certify that the hologram image known as

Portal User Guide

has been entered on the
IHMA's Hologram Image Register as made by

IHMA Member

Member number
123456

for

IHMA Member

The Hologram Registration Number is

R-18360

INTERNATIONAL
HOLOGRAMANUFACTURERS
ASSOCIATION
05-09-2022
Date

- Once the CIB has received the sample and has confirmed that it matches all the details provided by the member, the registration will be approved.

- A notification will be issued to the portal user that the Registration is complete and a digital copy of the registration certificate will be available for download in the HIR portal.

- The registration certificate can be found in the notes section of the corresponding Registration file.

- A signed physical certificate can also be issued upon request and sent via standard post to the IHMA members office.

  - If the member requires the certificate to be sent via courier, the member must arrange this and send the CIB the required documentation for courier pickup.

Submitting a Design Check
Auto-File Closure and Time Restrictions

- Time restrictions are applied to any DC and registration applications that have not been actioned by the IHMA member.

- The HIR portal closely monitors files which match the following criteria and have remained dormant / inactive / not responded to:

  - ***DC or Registration application that has been returned to the user, under the status "Further Information Requested", as the CIB requires further information.***

  - ***DC which has received a clearance but not progressed for a Registration.***

  - ***New Registration application but the CIB has not received a sample***

- If any DC or registration file satisfies any of the above criteria's, the file will be subsequently closed if they remain inactive for:

  - DC — Inactive for 365 Days

  - Registration application — Inactive for 180 Days

- Automatic notifications will be sent out to the submitting portal users periodically.

- A total of 3 notifications will be sent out prior to the file being closed, should the file remain inactive throughout the entire period.

Design Check

Notification	Days Inactive
1st	90
2nd	180
Final	270
Closure	365

Registration

Notification	Days Inactive
1st	56
2nd	112
Final	154
Closure	180

Contact Us

ICC Commercial Crime Services

Counterfeiting Intelligence Bureau (CIB) -

Hologram Image Register (HIR)

26 Wapping High Street,

London

E1W 1NG,

UK

Email: hir@icc-ccs.org

Tel: +44 (0)207 423 6960

Website: https://www.icc-ccs.org/

International Hologram Manufacturers Association (IHMA)

1B The Beacon, Beaufront Park,

Anick Road, Hexham,

Northumberland,

NE46 4TU,

UK

Tel: +44 (0)1932 785 680

Email: info@ihma.org

Website: https://ihma.org/

ICC Counterfeiting Intelligence Bureau