GIPortal

How to complete a single document

A step-by-step guide in four main sections with key points and related details and examples for each section.

EUIPO
EUROPEAN UNION
INTELLECTUAL PROPERTY OFFICE

How to complete a single document

Structure and word limits

Page 3
By completing the GIportal fields, the application will cover those required for the single document. It must not exceed 2 500 words, unless justified.

The name

Pages 4 to 5
The name must be in its original language and script, as the presentation it will appear in the single document. Some specific rules apply for alternative names and simultaneous use of names.

The main fields of the application

Pages 6 to 8
The main fields of the application. What to include and what **not** to include when completing the submission.

The rules concerning packaging and labelling

Pages 9 to 11
Packaging and labelling rules ..

Link with the geographical area

Page 12
A thorough and coherent explanation of the causal link.

Structure and word limits
The name
The main fields of the application
The rules concerning packaging and labelling
Link with the geographical area

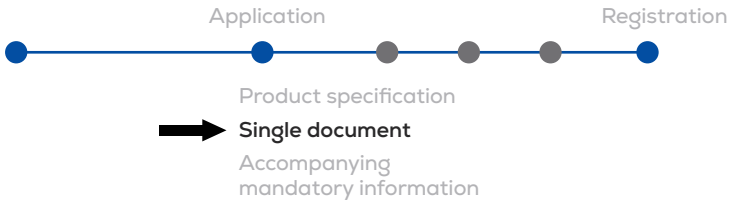
Structure and word limits

One of the core elements submitted with a GI application is the single document.

The fields that must be completed when submitting an application via GIportal correspond to those required for the single document.

Once all information has been entered, the single document will be available for download from the GIportal.

If you wish to view the required information in advance, you can refer to the forms (product specification, single document and accompanying documentation) here.



The single document is a concise summary of the product specification and includes:

- Name.
- Country of origin.
- Description of the product, including:
  - type of product;
  - production steps;
  - rules for packaging;
  - rules for labelling.
- Concise definition of the geographical area.
- Link between product and geographical area.

Use this step-by-step guide to complete each section in line with legal requirements.

The single document must follow the official template in Annex II CIGIR and **must not exceed 2 500 words**, unless justified. Select the boxes on the left side to view specific details for each section.

Structure and word limits
The name
The main fields of the application
The rules concerning packaging and labelling
Link with the geographical area

The name

Presentation of the name

This field records the product name as it will appear in the single document. All names must be presented in their original language and script. Depending on certain characteristics and circumstances, multiple names, transcriptions, and transliterations may be allowed or required.

Formatting rules

In step 1 of GIportal, the name proposed for GI protection must not be typed in inverted commas, as the system will generate them automatically.

e.g. Single word: Orión

Word combination: Mars Red Marble

Alternative names

In step 1, if you wish to add alternative names (multiple names, transcriptions or transliterations), click the relevant button ('Add alternative name'). The system will automatically format alternative names using a slash (/) and a blank space:

'Name one [blank space]/ [blank space] Name two'

e.g. 'Orión cinturones / Orión cinturons'

Tip: When completing the remaining fields of the application, names to be protected must appear in inverted commas (''), and multiple names should be separated by a slash (/) followed by a blank space (e.g. 'Orión cinturones / Orión cinturons').

Multilingual rules

- Names must be presented in their original script.

For names that do not use Latin characters, provide a transcription into Latin characters alongside the original script version, and follow the formatting conventions for alternative names.

e.g. Bulgarian Cyrillic should appear like this:

'Марс Червен мрамор / Mars Červen mramor'

Structure and word limits
The name
The main fields of the application
The rules concerning packaging and labelling
Link with the geographical area

The name

Simultaneous use of names

Where a name to be registered as a GI consists of two different names that are to be used simultaneously to designate one product, the presentation should be:

'Name one [space] [space]Name Two'

Examples:

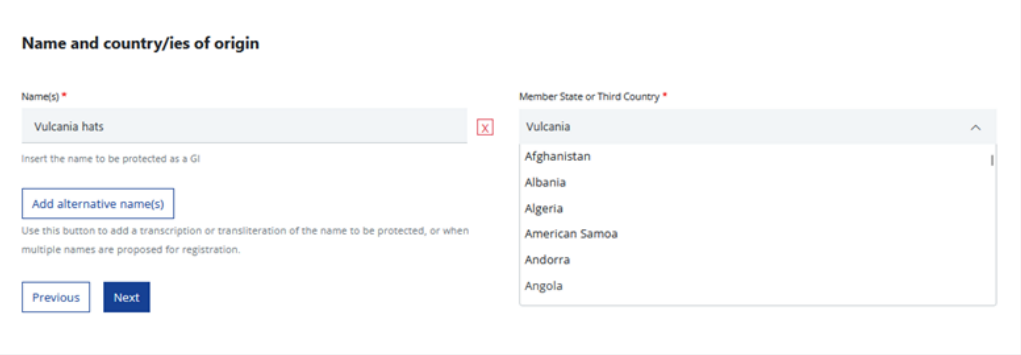
- When the name includes two language variants, both used in the demarcated geographical area and appearing simultaneously on the label: 'Marmo rosso di Marte – Marbre rouge de Mars'
- When the product is identified by a name consisting of two distinct geographical references or terms that are always used together: 'Mars – Venus'.

As these are not alternative names, **do not use** the 'Alternative name' button in step 1, but type both names separated by the dash (inverted commas will be generated by GIportal).

Do not include translations: the name to be protected as a GI will be registered only in the languages that are, or were, historically used to designate the specific product in the demarcated geographical area.

Split the application if needed: where the name is not wholly interchangeable for all products, or where one name is an umbrella term for a category of products and the other applies only to a specific item within that category, it is recommended to split the application and apply for two (or more) separate geographical indications.

Example



Structure and word limits

The name

The main fields of the application

The rules concerning packaging and labelling

Link with the geographical area

The main fields of the application

✓ What to include

- **Name** (already explained above).
- **The product:**
  - *Type of product* – Select one of the categories listed in GIportal and, if appropriate, specify further in the 'Product' field.
  - *Description of product* designated by the name – the description must cover the physical, technical and other characteristics of the product.
  - *Raw materials* – indicate the raw materials used and, if applicable, specify any restrictions on their origin in the respective field.

    Raw materials for GI products may come from anywhere, provided the final product maintains a strong connection to the geographical area (e.g. specific know-how or reputation). However, producers may choose to restrict the origin of raw materials in the product specification, but any such restrictions must be justified.

> ⓘ **Tip:** when generating the single document, the information entered in the 'Raw materials' field will be merged with the description of the product.

  - *Production steps* in the defined geographical area.
  - *Rules on packaging* (only justified restrictions).
  - *Rules on labelling* (Producers' specific obligations; mandatory use of producers' logo, image can be inserted).
  - *Description of geographical area* (concise, precise, a map can be inserted).
  - *Link with the geographical area* (identification of basis of the link: quality, reputation or other characteristic; relevant factors: human, natural, evidence of reputation, demonstration of causal link: quality, reputation or other characteristic attributable to the geographical origin).

✗ What not to include

Avoid genericities, characteristics inherent to all products of that type or mandatory legal requirements such as:

- health claims (except positive health impacts);
- safety or hygiene requirements.

Structure and word limits

The name

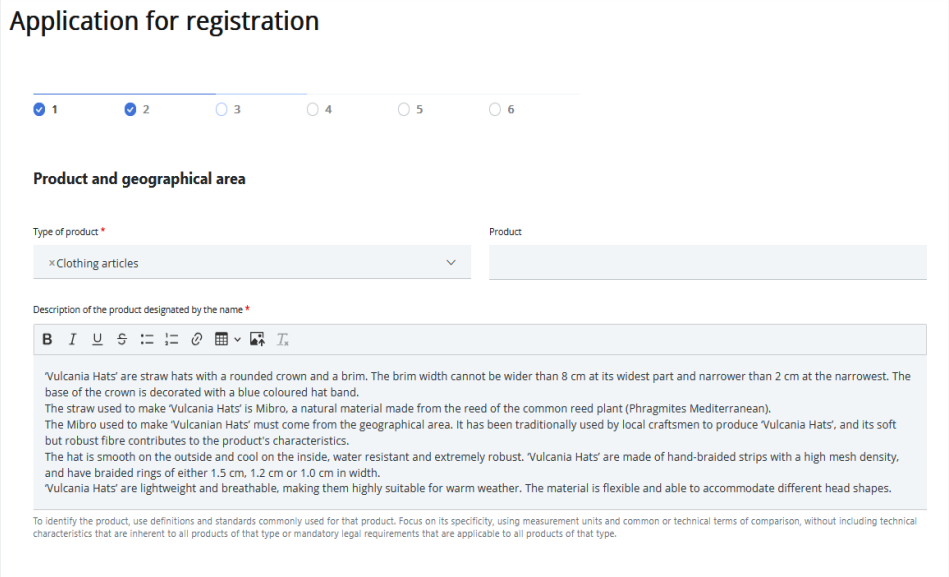
The main fields of the application

The rules concerning packaging and labelling

Link with the geographical area

The main fields of the application

Example



Application for registration

1 2 3 4 5 6

Product and geographical area

Type of product *

×Clothing articles

Product

Description of the product designated by the name *

'Vulcania Hats' are straw hats with a rounded crown and a brim. The brim width cannot be wider than 8 cm at its widest part and narrower than 2 cm at the narrowest. The base of the crown is decorated with a blue coloured hat band.
The straw used to make 'Vulcania Hats' is Mibro, a natural material made from the reed of the common reed plant (Phragmites Mediterranean).
The Mibro used to make 'Vulcanian Hats' must come from the geographical area. It has been traditionally used by local craftsmen to produce 'Vulcania Hats', and its soft but robust fibre contributes to the product's characteristics.
The hat is smooth on the outside and cool on the inside, water resistant and extremely robust. 'Vulcania Hats' are made of hand-braided strips with a high mesh density, and have braided rings of either 1.5 cm, 1.2 cm or 1.0 cm in width.
'Vulcania Hats' are lightweight and breathable, making them highly suitable for warm weather. The material is flexible and able to accommodate different head shapes.

To identify the product, use definitions and standards commonly used for that product. Focus on its specificity, using measurement units and common or technical terms of comparison, without including technical characteristics that are inherent to all products of that type or mandatory legal requirements that are applicable to all products of that type.

Structure and word limits

The name

The main fields of the application

The rules concerning packaging and labelling

Link with the geographical area

The main fields of the application

Production steps

A 'production step' refers to any stage of production, including manufacturing, processing, obtaining, extracting, cutting or preparation, up to the point where the product is in the required form for it to be placed on the market.

To meet the requirements for protection as a CIGI, at least one production step must occur within the defined geographical area. The applicant can choose to have all or various production steps take place within this area, and simply list them in the single document. Additional details can be provided in the product specification.

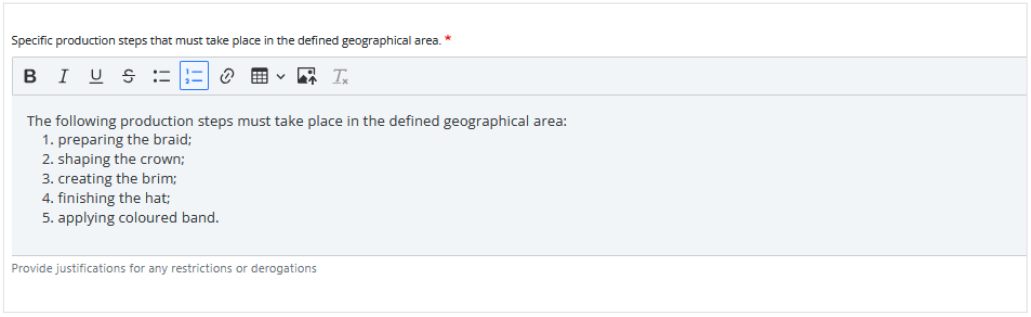
✓ What to include

Focus on the steps that take place within the area.

✗ What not to include

Packaging and storage are not part of production steps.

Example



Structure and word limits

The name

The main fields of the application

The rules concerning packaging and labelling

Link with the geographical area

The rules concerning packaging and labelling

Packaging rules

The applicant does not need to specify the conditions under which the product must be packaged, unless packaging is restricted to being carried out within the boundaries of the demarcated geographical area. Where this is the case, a justification must be provided.

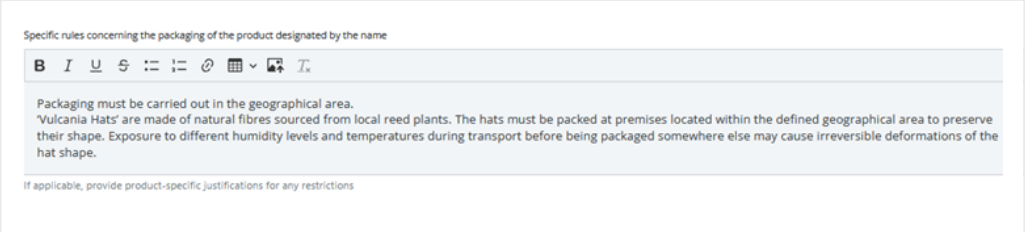
When to include

Packaging rules should be mentioned only if packaging is restricted to the demarcated geographical area.

What to include

A clear explanation of the packaging rules and the specific justification. For example, justifications may relate to safeguarding quality, ensuring origin or enabling control. However, general justifications are not sufficient - justifications must be specific to the product and clearly explain the reasons for such restrictions.

Example



Structure and word limits
The name
The main fields of the application
The rules concerning packaging and labelling
Link with the geographical area

The rules concerning packaging and labelling

Labelling rules

Use this section to provide any labelling information required in the product specification.

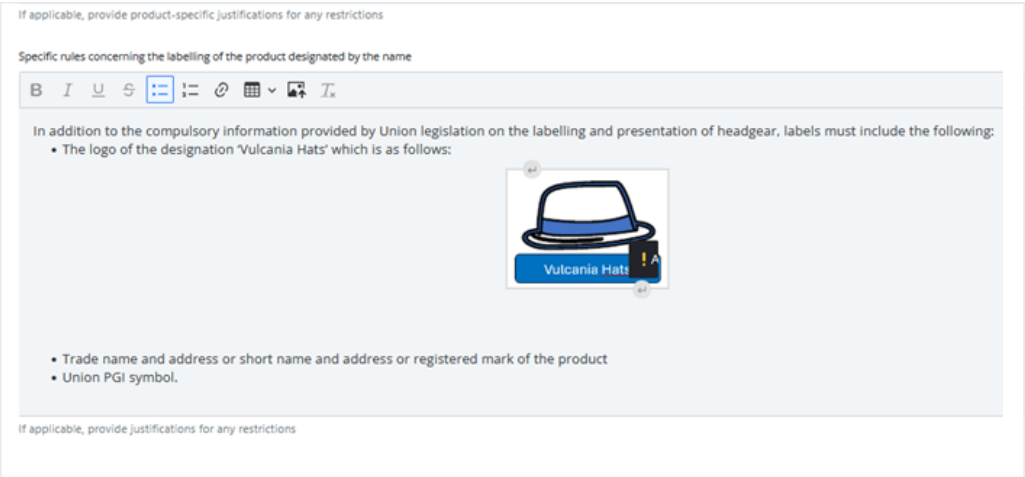
✓ What to include

- If the applicant has decided to make use of the EU symbol, this mandatory nature must indicated.
- Any producer-specific labelling rules (e.g. a GI specific logo must be included if their use is mandatory).

✗ What not to include

Do not include mandatory national or EU labelling rules (e.g. a CE marking or other legally required symbols).

Example



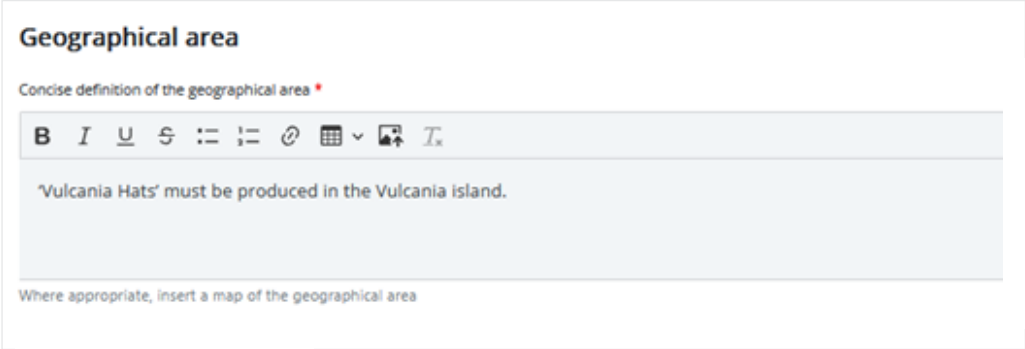
Structure and word limits
The name
The main fields of the application
The rules concerning packaging and labelling
Link with the geographical area

The rules concerning packaging and labelling

Definition of the geographical area

Use this section to provide a concise and precise description of the geographical area. You may insert a map.

Example



Structure and word limits

The name

The main fields of the application

The rules concerning packaging and labelling

Link with the geographical area

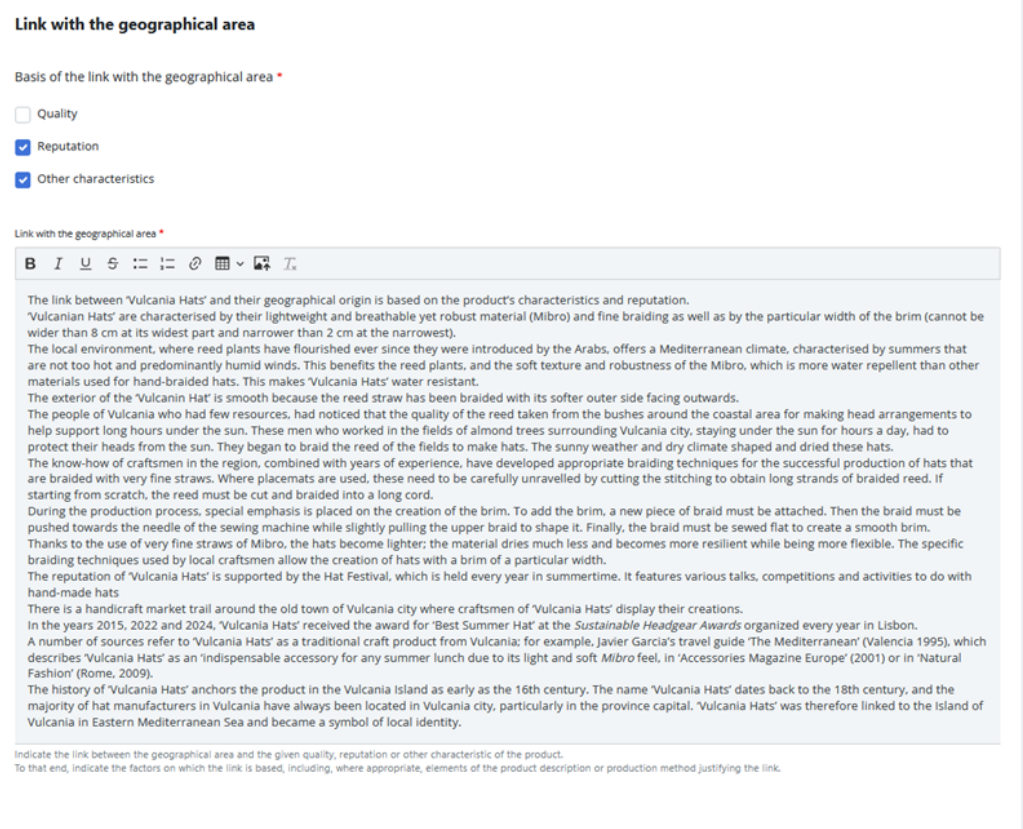
Link with the geographical area

First, select the basis of the link by clicking one or more of the three options: quality, reputation, or other characteristics. Then, explain how the product's quality, reputation, or other characteristics are linked to the defined geographical area. This is a core element in the GI application.

✓ What to include

A thorough and coherent explanation of the causal link, demonstrating how the specificities of the defined geographical area have a direct impact on the product's quality, reputation, or other characteristics.

Example



Link with the geographical area

Basis of the link with the geographical area *

- [ ] Quality
- [x] Reputation
- [x] Other characteristics

Link with the geographical area *

The link between 'Vulcania Hats' and their geographical origin is based on the product's characteristics and reputation.
'Vulcanian Hats' are characterised by their lightweight and breathable yet robust material (Mibro) and fine braiding as well as by the particular width of the brim (cannot be wider than 8 cm at its widest part and narrower than 2 cm at the narrowest).
The local environment, where reed plants have flourished ever since they were introduced by the Arabs, offers a Mediterranean climate, characterised by summers that are not too hot and predominantly humid winds. This benefits the reed plants, and the soft texture and robustness of the Mibro, which is more water repellent than other materials used for hand-braided hats. This makes 'Vulcania Hats' water resistant.
The exterior of the 'Vulcanin Hat' is smooth because the reed straw has been braided with its softer outer side facing outwards.
The people of Vulcania who had few resources, had noticed that the quality of the reed taken from the bushes around the coastal area for making head arrangements to help support long hours under the sun. These men who worked in the fields of almond trees surrounding Vulcania city, staying under the sun for hours a day, had to protect their heads from the sun. They began to braid the reed of the fields to make hats. The sunny weather and dry climate shaped and dried these hats.
The know-how of craftsmen in the region, combined with years of experience, have developed appropriate braiding techniques for the successful production of hats that are braided with very fine straws. Where placemats are used, these need to be carefully unravelled by cutting the stitching to obtain long strands of braided reed. If starting from scratch, the reed must be cut and braided into a long cord.
During the production process, special emphasis is placed on the creation of the brim. To add the brim, a new piece of braid must be attached. Then the braid must be pushed towards the needle of the sewing machine while slightly pulling the upper braid to shape it. Finally, the braid must be sewed flat to create a smooth brim.
Thanks to the use of very fine straws of Mibro, the hats become lighter; the material dries much less and becomes more resilient while being more flexible. The specific braiding techniques used by local craftsmen allow the creation of hats with a brim of a particular width.
The reputation of 'Vulcania Hats' is supported by the Hat Festival, which is held every year in summertime. It features various talks, competitions and activities to do with hand-made hats
There is a handicraft market trail around the old town of Vulcania city where craftsmen of 'Vulcania Hats' display their creations.
In the years 2015, 2022 and 2024, 'Vulcania Hats' received the award for 'Best Summer Hat' at the *Sustainable Headgear Awards* organized every year in Lisbon.
A number of sources refer to 'Vulcania Hats' as a traditional craft product from Vulcania; for example, Javier Garcia's travel guide 'The Mediterranean' (Valencia 1995), which describes 'Vulcania Hats' as an 'indispensable accessory for any summer lunch due to its light and soft *Mibro* feel, in 'Accessories Magazine Europe' (2001) or in 'Natural Fashion' (Rome, 2009).
The history of 'Vulcania Hats' anchors the product in the Vulcania Island as early as the 16th century. The name 'Vulcania Hats' dates back to the 18th century, and the majority of hat manufacturers in Vulcania have always been located in Vulcania city, particularly in the province capital. 'Vulcania Hats' was therefore linked to the Island of Vulcania in Eastern Mediterranean Sea and became a symbol of local identity.

Indicate the link between the geographical area and the given quality, reputation or other characteristic of the product.
To that end, indicate the factors on which the link is based, including, where appropriate, elements of the product description or production method justifying the link.