



Intellectual Property Office of Singapore (IPOS) **Intellectual Property to Singapore** **(IP²SG)**

User Manual – e-Filing for Patents Form 1



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IPOS: User Manual for e-Filing Portal – SIGN-OFF

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REVISION HISTORY

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1 INTRODUCTION

1.1 Overview

A person interested in obtaining patent protection in Singapore can make a request for grant of a patent on Patents Form 1.

1.2 About this Manual

This document is intended for users who wish to file Patents Form 1 (Request for Grant of a Patent) online via IP²SG. It provides a step by step guide on how to fill the form.

Services on IP²SG can be accessed and used by both account and non-account holders. However, account users are requested to login into IP²SG with their SingPass.

2 COMMON SECTION FOR (NON-ACCOUNT HOLDERS)

For users who do not have an IP²SG account, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

2.1 Form Available on IP²SG

2.1.1 Form Listing

Click on “Forms” on the left menu to view the list of forms available for filings on IP²SG.

Form No.	Description	Fee (S\$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Inventorship and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 1 – Form Listing

2.1.2 Form Search

The following function allows the user to search for a particular form.





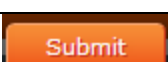
Figure 2 – Form Search

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.
3. Under '**Form (Search by keyword)**', the user can search for form(s) based on keyword(s), e.g. Examination.

2.2 Features Common to Forms on IP²SG

2.2.1 Common Buttons

The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

2.2.2 Contact Details

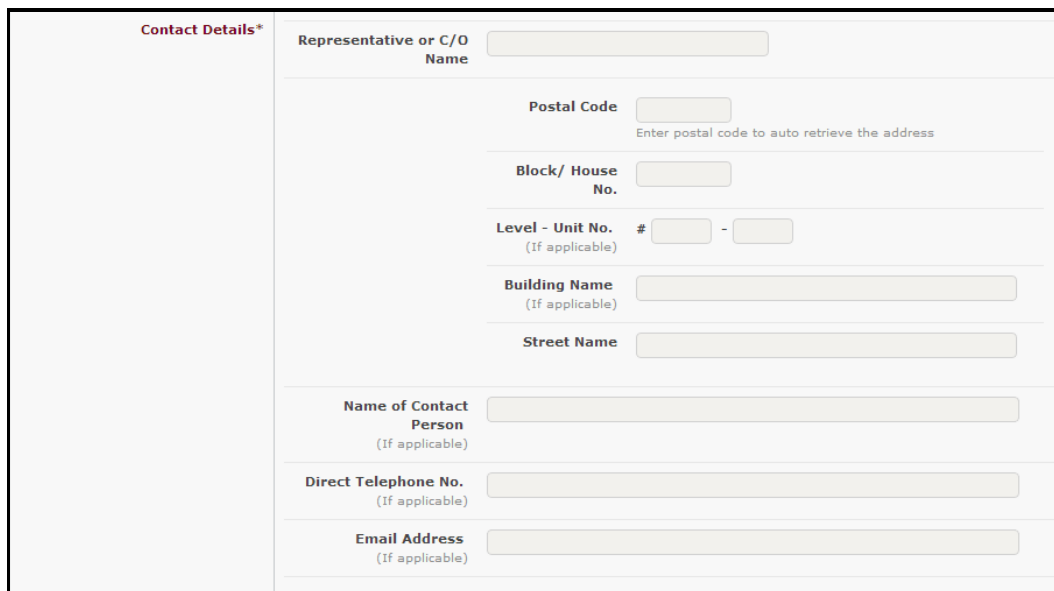


Figure 3 – Contact Details

1. **Representative or C/O Name:** Enter the required data in the field provided.

Note:

- Representative or C/O Name is not a mandatory field and should be entered only if the user is filing the form on behalf of the person filing the form.

2. **Address for Service in Singapore:**

- i. **Postal Code:** Enter a valid 6-digit postal code in the field provided.

Note:

- Block / House No., Building Name (if applicable) & Street Name will

- be auto-populated if a valid postal code is entered.
- An error message will be displayed if an invalid postal code is entered.

- ii. **Level - Unit No.:** Enter the data in the field provided if applicable.
3. **Name of Contact Person:** Enter the data in the field provided if applicable.
4. **Direct Telephone No.:** Enter the data in the field provided if applicable.

Note:

- Minimum of 8-digits.
- Alphabets, special characters and spacing are not allowed.

5. **Email Address:** Enter a valid email address in the field provided if applicable.

Note:

- An error message will be displayed if an invalid Email Address is entered.

2.2.3 Declaration

Declaration *

By Person Filing the Form

I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.

By Agent

I, the undersigned, do hereby declare that :

- I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
- The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.

Name of Declarant

Name *

Figure 4 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

2.3 Saving, Retrieving & Deleting a Form

2.3.1 Saving a Form

1. Click on  located at the top of the page.

Note:


- All mandatory fields should be provided before saving the draft. Otherwise, the user will be prompted to enter the mandatory fields.


Save as Draft	
Your application form had been successfully saved as draft. You need eFile Ref. No. and password below to locate the draft and continue form submission or delete the draft copy at a later point of time.	
E-Filing Reference	E201308230054H
Password *
Confirm Password *
OK	

Figure 5 – Prompt for password when saving drafts

2. The user will be prompted to key in his or her preferred password:
 - i. **Password:** Enter the user's preferred password in the field provided.
 - ii. **Confirm Password:** Enter the same password for confirmation.

Note:

- Both passwords must be identical.
- Password can consist of alpha-numeric characters.
- The user is advised to note down the e-filing reference number and the password before clicking on , as both are required to retrieve the draft.

3. Click on  to save the draft and return to the respective forms. .

2.3.2 Retrieve Drafts

Retrieve Drafts / Payment
Search Draft
Payment of Application Fee for PF1

Figure 6 – Search Draft option

1. Click on “Search Draft” under “Retrieve Drafts / Payment” on the left panel menu.

Figure 7 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that the user has saved.
 - i. **E-Filing Ref. Number:** This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.
 - ii. **Password:** This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

Note:

- Draft for forms that have been submitted cannot be retrieved.

3. Click on **Open Draft** to retrieve the draft.

Name of Applicant*			
S/No.	Name	UEN/ Company Code	
1	NIPPON OIL CORPORATION	341430	

Figure 8 – Draft retrieved

4. The respective form with the details entered earlier on will be displayed.

2.3.3 Delete Draft

Figure 9 – Search Draft option

1. Click on “Search Draft” under “Retrieve Drafts / Payment” on the left panel menu.

Figure 10 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that they have saved.
 - i. **E-Filing Ref. Number:** This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.
 - ii. **Password:** This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

Note:

- Deleted drafts that have been submitted cannot be retrieved.

3. Click on **Delete Draft** to delete the draft.

Figure 11 – Deletion of draft

4. A message will be displayed when the draft is deleted successfully.

2.4 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Checkout Confirmation page to select a mode of payment.

S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
1	Request for the grant of a patent	E201309040091H	SAUL, REINER			160.00	Details
						Total Amount	\$160.00

Payment Method

☐ eNETS Direct Debit
☐ eNETS Credit Card

Reminder: Please make sure the web browser pop-up blocker is off so that eNETS transaction can go through.

Figure 12 – Checkout Confirmation

1. Select a mode of payment.
2. If the user wishes to proceed with payment at another time, click on **Save** to save the draft.
3. Click on **Checkout** to proceed with the payment process.

Note:

- It is mandatory to select a mode of payment.

eNETS Monday, 26 August 2013

Consumer eNETS

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

TRANSACTION INFORMATION

Merchant Name	TEST: Intel Prop Office of SG
Merchant Reference Code	201308261514016561P
NETS Reference Code	20130826152357786
Amount	SGD 200.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION

MasterCard VISA

Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.

CVV / CVC2 [What is CVV/CVC2/CID]

Expiry Date Month (eg: 2013)

☐ I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

SUBMIT CANCEL

Figure 13 – eNETS Card Payment

4. The user will be required to enter his or her credit or debit card details.
5. Check on ☐ to agree with the terms.
6. Click on **SUBMIT** to carry on with the payment process.

3 COMMON SECTION (ACCOUNT HOLDERS)

For users who are account holders on IP²SG, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

3.1 Login

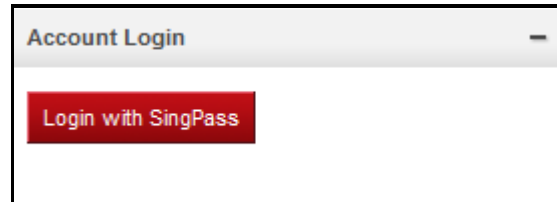


Figure 14 – Login

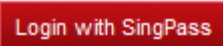

1. The login screen is located at the upper left hand side of the web page.
2. Click on  to login with SingPass account. The user will be directed to SingPass login page as illustrated below:

Figure 15 – SingPass Login Page

3. SingPass ID: Enter the user's SingPass ID in the field provided.
4. SingPass: Enter the user's SingPass password in the field provided.
5. Click on  to complete the login process. Upon successful login, the user will be directed back to IP²SG.

3.2 Forms Available on IP²SG

3.2.1 Form Listing

Click on “Forms” on the left hand menu to view the list of forms available for filing on IP²SG.

Form No.	Description	Fee (\$\$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
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PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 16 – Form Listing

3.2.2 Form Search

The following function allows the user to search for a particular form.

Forms

Group
Please Select...

Registry
Please Select...

Form (Search by keyword)

Search

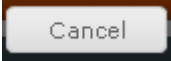




Figure 17 – Form Search

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.
3. Under '**Form (Search by keyword)**', the user can search for form(s) based on keyword(s), e.g. Examination.

3.3 Features Common to Forms on IP²SG

3.3.1 Common Buttons

Following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the application into the system.

3.3.2 Contact Details

For account holders, the contact details associated with the user login will be auto-populated.

Note:

- The details that are retrieved cannot be amended.

Contact Details*	Representation Type	<input checked="" type="checkbox"/> Agent
	Agent UEN/ Company Code	201107631H
	Agent Name	Johnson LLP
	Representative or C/O Name (If applicable)	
	Address For Service in Singapore	
	Postal Code	068893 <small>Enter postal code to auto retrieve the address</small>
	Block/ House No.	61
	Level - Unit No. (If applicable)	# -
	Building Name (If applicable)	ROBINSON CENTRE
	Street Name	ROBINSON ROAD
Name of Contact Person (If applicable)		
Direct Telephone No. (If applicable)		
Email Address (If applicable)		

Figure 18 – Contact Details

1. **Representation Type:** Select by clicking the checkbox.
2. **Representative or C/O Name:** Enter the required data in the field provided if applicable.

Note:

- UEN & Agent Name will be populated when Agent checkbox is selected.
- Representative or C/O Name is not a mandatory field and should be entered only if the user is not the Applicant or an Agent acting on behalf of the Applicant.

3. **Address for Service in Singapore:**

i. Upon login to the system, the address for service will be populated.

4. **Name of Contact Person:** Enter the data in the field provided if applicable.
5. **Direct Telephone No.:** Enter the data in the field provided if applicable.

Note:

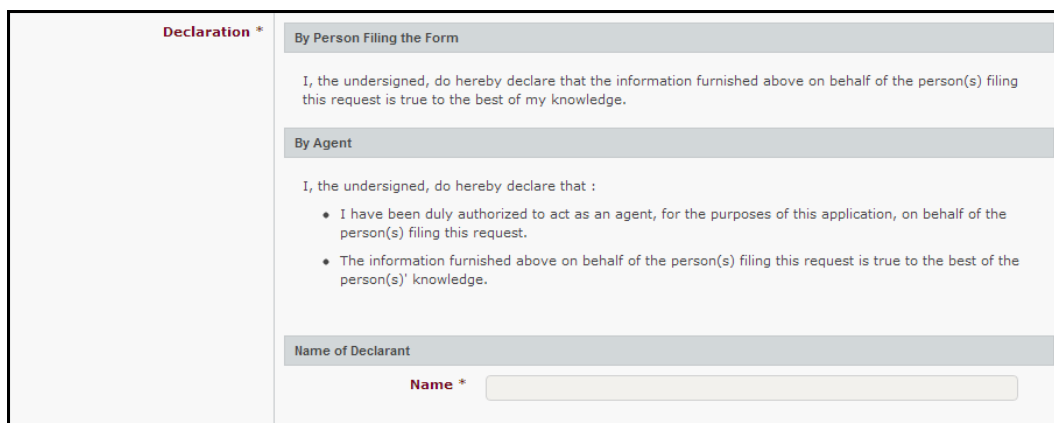
- Minimum of 8 digits.
- Alphabets and special characters are not allowed.

6. **Email Address:** Enter a valid email address in the field provided if applicable.

Note:

- An error message will be displayed if an invalid Email Address is entered.

3.3.3 Declaration



The form is titled "Declaration *" in red. It contains two sections: "By Person Filing the Form" and "By Agent". The "By Person Filing the Form" section has a text box with the declaration: "I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge." The "By Agent" section has a text box with the declaration: "I, the undersigned, do hereby declare that :", followed by two bullet points: "• I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request." and "• The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge." Below these sections is a label "Name of Declarant" and a text input field with a red "Name *" label.

Figure 19 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

3.4 Saving, Retrieving & Deleting a Form

3.4.1 Saving a Form

1. To save any submission, click on  located at the top of the page.

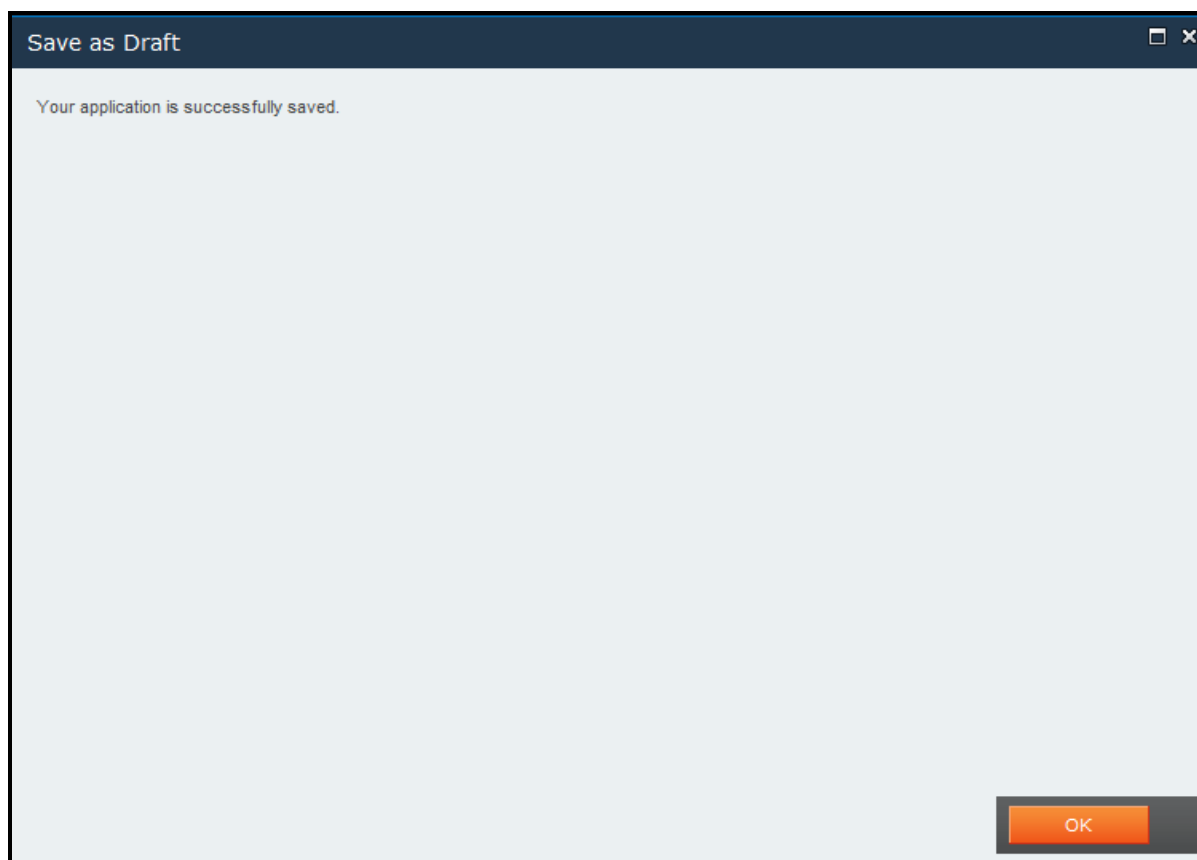



Figure 20 – Draft has been saved

2. Upon successful saving of the draft, the user will be prompted that the draft has been saved.
3. Click on  to close the prompt and return to the form.

3.4.2 Retrieve Draft

1. The user will be required to log into the system.



Figure 21 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

Retrieve Draft					
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY
<input type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	5	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s) << < 1 > >> 10

Remove from Draft

Figure 22 – List of Drafts

3. A list of draft forms that has been saved under this account will be displayed.
4. Click on the hyperlink under the “eFile Ref. No” to retrieve the draft(s).

Note:

- Drafts for forms that have been submitted will not be retrieved.

3.4.3 Delete Draft

1. The user will be required to log into the system.



Figure 23 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

Retrieve Draft					
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY
<input type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	5	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s) << < 1 > >> 10

Remove from Draft

Figure 24 – List of Drafts

- A list of draft forms that have been saved under this account will be displayed.

Retrieve Draft					
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input checked="" type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY
<input checked="" type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	5	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s) << < 1 > >> 10

Remove from Draft

Figure 25 – Selection of drafts to be deleted

- Select the draft(s) to be removed.
- Click on **Remove from Draft**.

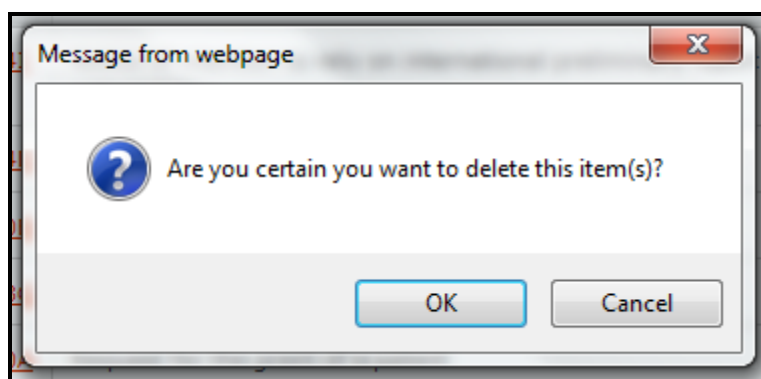


Figure 26 – Confirmation on deletion of draft

- The user will be prompted for confirmation to remove the selected draft(s).
- Click on **OK** to delete the draft(s).

Retrieve Draft

• Action has been performed successfully.

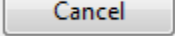
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	2	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	3	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	4	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	5	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s) << ≤ 1 ≥ >> 10 ▾

Remove from Draft

Figure 27 – Draft successfully deleted

8. A message will be displayed when the draft(s) is/are deleted.

9. Alternatively, click on  to cancel the removal of the selected draft(s). The user will be directed back to the list of the retrieved drafts.

3.5 Payment (for Forms with Fee)



When the user is ready to submit a form, he or she will be brought to the Payment Cart to confirm which forms are to be paid.

Payment Cart

<input checked="" type="checkbox"/>	S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
<input checked="" type="checkbox"/>	1	Payment of fee for publication of translation of international application and/or any amendment to the international application	E201308310005C	MEMTEC AMERICA CORPORATION	1995017109		70.00	Details
							Total Amount	\$70.00

Remove from Cart Proceed to Checkout

Figure 28 – Payment Cart

1. Select the relevant form by clicking on the checkbox.
2. Click on  to remove the form from the Payment Cart.
3. Click on  to proceed to the next step of choosing a mode of payment.

Checkout Confirmation

S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details	
1	Entry into National Phase	E201312170053D	SUN CHEMICAL CORPORATION			200.00	Details	
							Total Amount	\$200.00

Payment Method

☐ eNETS Direct Debit
☐ eNETS Credit Card
☒ GIRO

Reminder: Please make sure the web browser pop-up blocker is off so that eNETS transaction can go through.

Checkout

Figure 29 – Checkout Confirmation

4. Select a mode of payment.

5. Click on **Checkout** to proceed with the payment process.

eNETS Monday, 26 August 2013

Consumer eNETS

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

TRANSACTION INFORMATION

Merchant Name	TEST: Intel Prop Office of SG
Merchant Reference Code	201308261514016561P
NETS Reference Code	20130826152357786
Amount	SGD 200.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION

MasterCard VISA

Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.

CVV / CVC2 [What is CVV/CVC2/CID]

Expiry Date Month (eg: 2013)

☐ I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

SUBMIT CANCEL

Figure 30 – eNETS Card Payment

6. If eNets is selected, the user will be required to enter his or her credit or debit card details.
7. Check on ☐ to agree with the terms.
8. Click on **SUBMIT** to carry on with the payment process.

Note:

- If payment has been made by GIRO, system will instead display an acknowledgement page.

4 COMPLETION AND SUBMISSION OF FORM

4.1 Patents Form 1 - Request for Grant of a Patent

This section describes the steps for the completion and submission of the form. Mandatory fields are denoted by red text with asterisk.

4.1.1 Part 1: Applicant / Agent Reference



Figure 31 – Part 1: Applicant / Agent Reference

1. **Applicant / Agent Reference:** This Part is for the user to provide a reference no. to aid in tracking the submission of the application. Enter any value in the field provided if applicable.

Note:

- Alphabets, numbers and special characters are allowed.
- Application No. format should be as follows:
 - <NN><YYYY>12345<C>-<00>
 - Where <NN> indicates type of registry, e.g '10' is for PT PF1
 - Where <YYYY> indicates year
 - Where <12345> indicates running number in each registry
 - Where <C> indicates a checksum for alphabet.

4.1.2 Part 2: Title of Invention

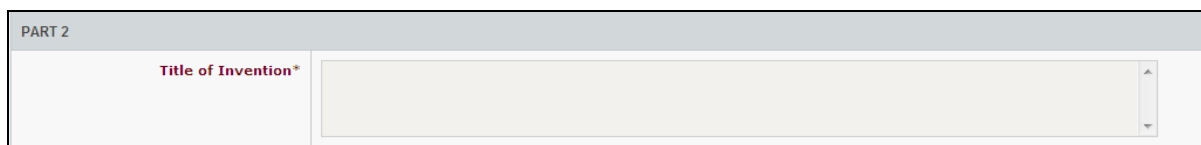


Figure 32 – Part 2: Title of Invention

1. **Title of Invention:** The title of invention of the application is to be provided in this Part.

4.1.3 Part 3: Applicant Details

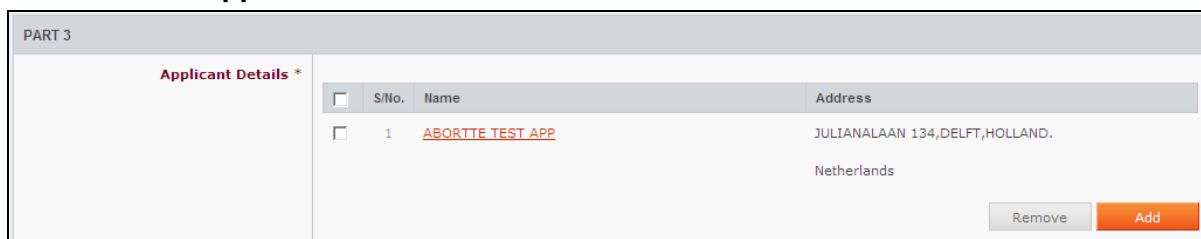



Figure 33 – Part 3: Applicant Details

1. **Applicant Details:** Details of applicant(s) are to be provided in this Part.
2. Click on  to add details of an applicant.

Person Particulars	
Type of Applicant	<input checked="" type="radio"/> Corporate <input type="radio"/> Individual
UEN/ Company Code	<input type="text" value="111"/> <small>Enter UEN/ Company Code to auto retrieve details</small>
Name	<input type="text" value="THE GENERAL ELECTRIC COMPANY LIMITED"/>
Address	<p>Address Type <input type="radio"/> Singapore <input checked="" type="radio"/> Foreign/ WIPO</p> <p>Line 1 <input type="text" value="MAGNET HOUSE,KINGSWAY,LONDON W.C.2, ENGLAND."/></p> <p>Line 2 <input type="text"/></p> <p>Line 3 <input type="text" value="United Kingdom"/></p>
Is SME	<input type="radio"/> Yes <input type="radio"/> No <small>Small and medium-sized enterprises in Singapore will be defined as businesses with annual sales turnover of not more than \$100 million or employing no more than 200 staff.</small>
Country of Incorporation	<input type="text" value="Belize"/>
State of Incorporation	<input type="text" value="Please Select..."/> <small>mandatory for USA corporation</small>
Sole Proprietor or Partners' Names	<input type="text"/>

Figure 34 – Part 3: Adding – Applicant Details

3. A popup window will be displayed to prompt the user to enter the particulars of an applicant.
4. Select the Type of Applicant.

Person Particulars	
Type of Applicant	<input type="radio"/> Corporate <input checked="" type="radio"/> Individual
Applicant Code	222 <small>Enter Applicant Code to auto retrieve details</small>
Name	ABORTTE TEST APP
Address	Address Type <input type="radio"/> Singapore <input checked="" type="radio"/> Foreign/ WIPO Line 1 JULIANALAN 134,DELFT,HOLLAND. Line 2 Line 3 Netherlands
Nationality	Bonaire, Saint Eustatius and Saba
Country of Residency	Anguilla
<div> <div>Cancel</div> <div>OK</div> </div>	

Figure 35 – Part 3: Applicant Details – Adding Applicant Type ‘Individual’

Person Particulars	
Type of Applicant	<input checked="" type="radio"/> Corporate <input type="radio"/> Individual
UEN/ Company Code	111 <small>Enter UEN/ Company Code to auto retrieve details</small>
Name	THE GENERAL ELECTRIC COMPANY LIMITED
Address	Address Type <input type="radio"/> Singapore <input checked="" type="radio"/> Foreign/ WIPO Line 1 MAGNET HOUSE,KINGSWAY,LONDON W.C.2, ENGLAND. Line 2 Line 3 United Kingdom
Is SME	<input type="radio"/> Yes <input type="radio"/> No <small>Small and medium-sized enterprises in Singapore will be defined as businesses with annual sales turnover of not more than \$100 million or employing no more than 200 staff.</small>
Country of Incorporation	Please Select...
State of Incorporation	Please Select... <small>mandatory for USA corporation</small>
Sole Proprietor or Partners' Names	
<div> <div>Cancel</div> <div>OK</div> </div>	

Figure 36 – Part 3: Applicant Details - Adding Applicant Type ‘Corporate’

- If “Type of Applicant” is selected as “Corporate” and the “UEN/ Company Code” is entered, the particulars of the applicant associated with this UEN/Company Code will be

populated. Similarly, if the “**Type of Applicant**” selected is ‘Individual’ and the Applicant Code is entered, the particulars of the applicant associated with this Applicant Code will be populated.

- Users may enter part of the company name in the field. Upon doing so, system may display an autocomplete dropdown listing and suggest a list of company names for selection by the user.

The screenshot shows a web form titled "Current Applicant Particulars". It has several fields: "Type of Applicant" with radio buttons for "Corporate" (selected) and "Individual"; "UEN/ Company Code" with a text input and a hint "Enter UEN/ Company Code to auto retrieve details"; "Name" with a text input containing "Jack"; and "Address" with a large text area. Below the "Name" field, an autocomplete dropdown is open, displaying a list of company names starting with "Jack", each followed by its UEN in brackets. The list includes: "JACK & JILL DESIGNS PTE LTD [CO139909Z]", "JACK & JILL DESIGNS PTE. LTD. [CO139909Z]", "JACK & JILL MINI BOUTIQUE [CO115256F]", "JACK & JONES COLLECTIONS [39353100K]", "JACK AND JILL DESIGNS PTE LTD [CO139909Z]", "JACK AND JONES COLLECTION LTD [CO151260J]", "Jack Black, LLC [MC027044G]", "JACK CHIA & CO. (MALAYSIA) SDN. BERHAD [CO038385H]", "JACK CHIA - MPH LIMITED [CO054993D]", "JACK CHIA ENTERPRISES (MALAYSIA) BHD. [CO127156E]", "JACK CHIA INDUSTRIES (S) PTE LTD [196600023G]", "JACK CHIA INDUSTRIES (S) PTE. LTD [196600023G]", "Jack Chia Industries (Thailand) Public Company Limited [CO224908C]", "JACK CHIA TRADING (SINGAPORE) PTE LTD [197000758E]", and "JACK CHIA-MPH LIMITED [CO054993D]".

Figure 37 – AutoComplete Dropdown Listing

Note:

- Applicant code should be provided if available.
- If the applicant is a first time applicant, a new applicant code will be generated and the applicant informed subsequently
- A minimum of 3 characters need to be entered in “Name” field before autocomplete dropdown listing will be displayed.

- Click on  to add the Applicant Details.

The screenshot shows a form titled "PART 3" with a section "Applicant Details *". It contains a table with columns: a checkbox, S/No., Name, and Address. There are two rows of data. The first row has a checked checkbox, S/No. 1, Name "ABORTTE TEST APP", and Address "JULIANALAAN 134,DELFT,HOLLAND. Netherlands". The second row has a checked checkbox, S/No. 2, Name "THE GENERAL ELECTRIC COMPANY LIMITED", and Address "MAGNET HOUSE,KINGSWAY,LONDON W.C.2, ENGLAND. United Kingdom". At the bottom right of the table, there are "Remove" and "Add" buttons.

Figure 38 – Displaying added Applicant

- The added applicant details will be displayed in the form.

9. Repeat steps 2 to 7 to add details of further applicants.

<input type="checkbox"/>	S/No.	Name	Address
<input type="checkbox"/>	1	ABORTTE TEST APP	JULIANALAAN 134,DELFT,HOLLAND. Netherlands
<input checked="" type="checkbox"/>	2	THE GENERAL ELECTRIC COMPANY LIMITED	MAGNET HOUSE,KINGSWAY,LONDON W.C.2, ENGLAND. United Kingdom

Figure 39 – Removing Applicant Details

10. Select the record to be removed.

Note:

- The user can select more than one record to be removed at any one time.

11. Click on

Remove

<input type="checkbox"/>	S/No.	Name	Address
<input type="checkbox"/>	1	ABORTTE TEST APP	JULIANALAAN 134,DELFT,HOLLAND. Netherlands

Figure 40 – Selected Applicant Details removed

12. The selected Applicant Details will be removed.




4.1.4 Part 4: Declaration of Priority(s) under Section 17(2)

<input type="checkbox"/>	S/No.	Application No.	Country	Filing Date
<input type="checkbox"/>	1	2011086097	Albania	29/3/2010

Figure 41 – Part 4: Declaration of Priority(s) under Section 17(2)

1. **Declaration of Priority(s) under Section 17(2):** Details of any declaration of priority are to be provided in this Part.

Figure 42 – Part 4: Adding Declaration of Priority(s)

2. Click on  to add a priority application.
 - i. **Application No.:** This field is for the user to enter the application number of the priority application. Enter the application number in the field provided.
 - ii. **Country:** This field is for the user to enter the country in which the priority application was filed in. Select the country by clicking on the drop down list.
 - iii. **Filing Date:** This field is for the user to enter the filing date of the priority application. The user can click on  to select the date. Otherwise, the user can key in the date in the field provided. Filing date should be a past date.
3. Click on  to add the priority application.

Note:

- Country and Filing Date fields are mandatory
- Where the application number of any priority application is not provided in this Part, it has to be furnished within 16 months from the declared (i.e. earliest) priority date in accordance with rule 9B.

4. Repeat steps 2 and 3 to add details of further priority applications.

PART 4

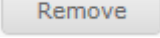
Declaration of Priority(s) under Section 17(2)	<input type="checkbox"/>	S/No.	Application No.	Country	Filing Date
	<input checked="" type="checkbox"/>	1	2011086097	Afghanistan	29/3/2010
	<input type="checkbox"/>	2		Angola	27/8/2013
					<div><div>Remove</div><div>Add</div></div>

Figure 43 – Removing Priority Application Details

5. Select the record to be removed.

Note:

- The user can select more than one record to be removed at any one time.

6. Click on  to remove the selected record.

PART 4					
Declaration of Priority(s) under Section 17(2)	<input type="checkbox"/>	S/No.	Application No.	Country	Filing Date
	<input type="checkbox"/>	1		Angola	27/8/2013
					<input type="button" value="Remove"/> <input type="button" value="Add"/>

Figure 44 – Selected Priority Application details removed

7. The detailed of selected priority application will be removed.

4.1.5 Part 5: Inventor(s)

PART 5	
Inventor(s)*	Are all the applicants named above also inventors? <input checked="" type="radio"/> Yes <input type="radio"/> No

Figure 45 – Part 5: Inventor(s)

1. **Inventor(s):** This part is for the user to indicate whether the applicant(s) are also the inventor(s) for the application.
2. Select 'Yes' if all the applicant(s) in Part 3 are also the inventor(s). The user will then be prompted to answer a second question in whether they are other inventors
3. If any of the applicant(s) in Part 3 is a corporate entity, please select 'No'.

PART 5	
Inventor(s)*	Are all the applicants named above also inventors? <input checked="" type="radio"/> Yes <input type="radio"/> No
	If yes, are there any other inventors?
	<input type="radio"/> Yes
	<input type="radio"/> No

Figure 46 – Option for more Inventor's

4.1.6 Part 6: Claiming the Filing Date of an Earlier Singapore Application


PART 6	
Claiming the Filing Date of an Earlier Singapore Application	<input type="radio"/> A divisional of an earlier Singapore Application <input type="radio"/> An application filed in response to an order by the Registrar after determination of a question regarding the entitlement of earlier Singapore application

Figure 47 – Part 6: Claiming the Filing Date of an Earlier Singapore Application

1. **Claiming the Filing Date of an Earlier Singapore Application:** If the applicant wishes to claim the filing date of an earlier filed Singapore application, the details of this earlier application is to be provided in this Part.

PART 6	
Claiming the Filing Date of an Earlier Singapore Application	<input checked="" type="radio"/> A divisional of an earlier Singapore Application <input type="radio"/> An application filed in response to an order by the Registrar after determination of a question regarding the entitlement of earlier Singapore application
	Application No.* 2011086097
	Filing Date* 29/03/2010 
<input type="button" value="Clear"/>	

Figure 48 – Part 6: Adding Filing Date of an Earlier Singapore Application

- i. **Application No.:** This field is for the user to enter the application number of the earlier Singapore application. Enter the application number in the field provided.
- ii. **Filing Date:** This field is for the user to enter the filing date of the earlier Singapore application. The user can click on  to select the date. Otherwise, the user can key in the date in the field provided. Filing date should be a past date.

Note:

- The application number and the filing date of the parent must be valid.

4.1.7 Part 7: Disclosure of Invention Prior to Filing

PART 7	
Disclosure of Invention Prior to Filing	<input type="checkbox"/> Invention was displayed at an international exhibition on a date later than the start of the period of 12 months before the date of filing this application

Figure 49 – Part 7: Disclosure of Invention Prior to Filing

1. **Disclosure of Invention Prior to Filing:** This Part allows the user to indicate if this Invention was displayed at an international exhibition on a date later than the start of the period of 12 months before the date of filing this application

4.1.8 Part 8: Micro-Organism Deposited under the Budapest Treaty

PART 8	
Micro-Organism Deposited under the Budapest Treaty	<input checked="" type="checkbox"/> The invention requires the use of a micro-organism and for disclosure purposes, a culture of the micro-organism has been deposited for with an international depository authority under the Budapest Treaty

Figure 50 – Part 8: Micro-Organism Deposited under the Budapest Treaty

1. **Micro-Organism Deposited under the Budapest Treaty:** This Part allows the user to indicate if a culture of micro-organism relating to the application has been deposited with an international depository authority under the Budapest Treaty.

4.1.9 Part 9: Description Incorporated by Reference to an Earlier Relevant Application



PART 9	
Description Incorporated by Reference to an Earlier Relevant Application	<input checked="" type="checkbox"/> No description is filed with this request. Instead the description of the invention sought is incorporated in the application by reference to, and is completely contained in, the following earlier relevant application, as filed
	Country* <input type="text" value="Please Select..."/>
	Application No. <input type="text"/>
	Filing Date* <input type="text"/> 

Figure 51 – Part 9: Description Incorporated by Reference to an Earlier Relevant Application

Description Incorporated by Reference to an Earlier Relevant Application: If, instead of filing a description of the invention together with the form, the applicant wishes to obtain a Date of Filing based on incorporation by reference of the description in an earlier relevant application in accordance with section 26(7), details of the earlier relevant application are to be provided in this Part.

- i. **Country:** This field is for the user to enter the country in which the earlier relevant application was filed. Select the country by clicking on the drop down list
- ii. **Application No.:** This field is for the user to indicate the application number of the earlier relevant application. Enter the application number in the field provided.
- iii. **Filing Date:** This field is for the user to enter the filing date of the earlier relevant application. The user can click on  to select the date. Otherwise, the user can key in the date in the field provided. Filing date should be a past date.

Note:

- Country and Filing Date fields are mandatory
- Country and Filing Date must correspond with one of the priority applications declared in Part 4.

4.1.10 Part 10: Contact Details

PART 10

Contact Details*

Representative or C/O Name
(If applicable) Desmond Tep

Address For Service in Singapore

Postal Code 540185
Enter postal code to auto retrieve the address

Block/ House No. 185

Level - Unit No. # -
(If applicable)

Building Name
(If applicable)

Street Name BOON LAY AVENUE

Name of Contact Person
(If applicable) Ryan Wong

Direct Telephone No.
(If applicable) 88888888

Email Address
(If applicable) RyanWong@abc.com

Cancel Save Next

E-File Reference No. : E201309090013A

Figure 52 – Part 10: Contact Details

1. For non-account holders, please refer to the common section (0). For account holders, please refer to the common section (Error! Reference source not found.) for details.

4.1.11 Part 11: Declaration

PART 11

Declaration *

By Person Filing the Application

I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.

By Agent

I, the undersigned, do hereby declare that :

- I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
- The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.

Name of Declarant

Name * Shirleen Wong

Cancel Save Next

E-File Reference No. : E201309090013A

Figure 53 – Part 11: Declaration

1. For non-account holders, please refer to the common section (0). For account holders, please refer to the common section (0) for details.

Note:

- Declaration is a mandatory field

4.1.12 Part 12: Checklist

Figure 54 – Part 12: Checklist

1. **Checklist A:** This Part is for the user to provide details on the no of sheets of an attachments to the form. For example, if 'Description (with claims)' is attached, the no of sheets should be specified for 'Description' and 'Claims' as in the figure 42.

4.1.13 Part 13: Attachment

Figure 55 – Part 13: Attachment

1. Click on  to attach a file.

Figure 56 – Attachment (Part 10)

2. The popup window will be displayed :
 - i. File :

- a. Click on **Browse...** to select a file from the user's computer.

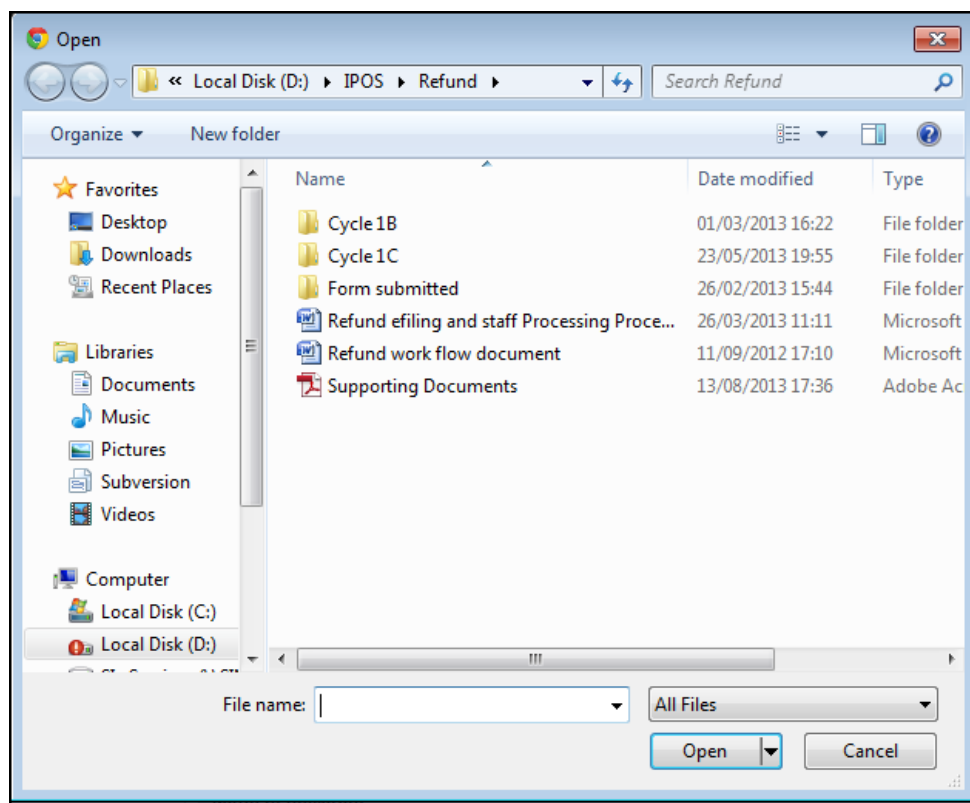


Figure 57 – File Selection (Part 1)

- b. The popup window will be displayed to prompt for file selection :

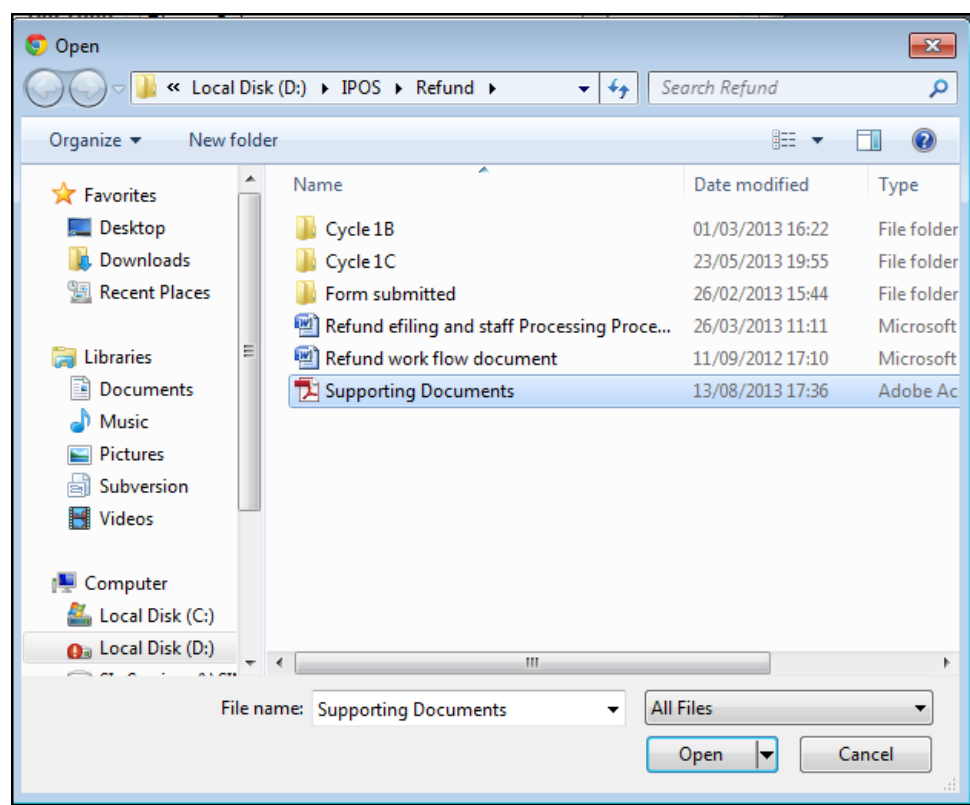


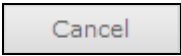

Figure 58 – File Selection (Part 2)

- c. Select the file that is to be attached, and click on **Open**.
- d. System will return to the popup window with the selected filename populated under "File" field :

Figure 59 – DocType

- ii. **DocType:** Select the required data.

Figure 60 - Captcha

3. **Captcha:** Input text that is given in captcha display.
4. Click on  if the user wishes to cancel the current action and return to the form.
5. Click on  to attach the selected file.

System returns to the main form and display the uploaded file:

S/No.	Document Name	Document Type	Document Size
1	Supporting Documents.pdf	Description (with claims)	.19 MB

Figure 61 – Attachment Listing

6. Select the attachment to be removed.

7. Click on .

Note:

- Attachment is a mandatory field if Part 9 is not selected
- Selection of the doc type must correspond to the selection made in Part 12.
- The maximum size of a file that can be uploaded is of 50MB.
- If attachment contains more than 50MB file size, user needs submit via OTC.
- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

4.1.14 Part 14: Filing Fee

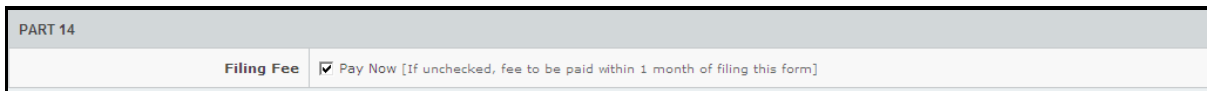


Figure 62 – Filing Fee

1. **Filing Fee:** This Part is for the user to indicate if payment of the filing fee is made together with the filing of Patents Form 1. Should the user uncheck the box, the filing fee has to be paid within 1 month of filing the form.

4.1.15 Cancel Submission

1. Click on  located at the top of the page.

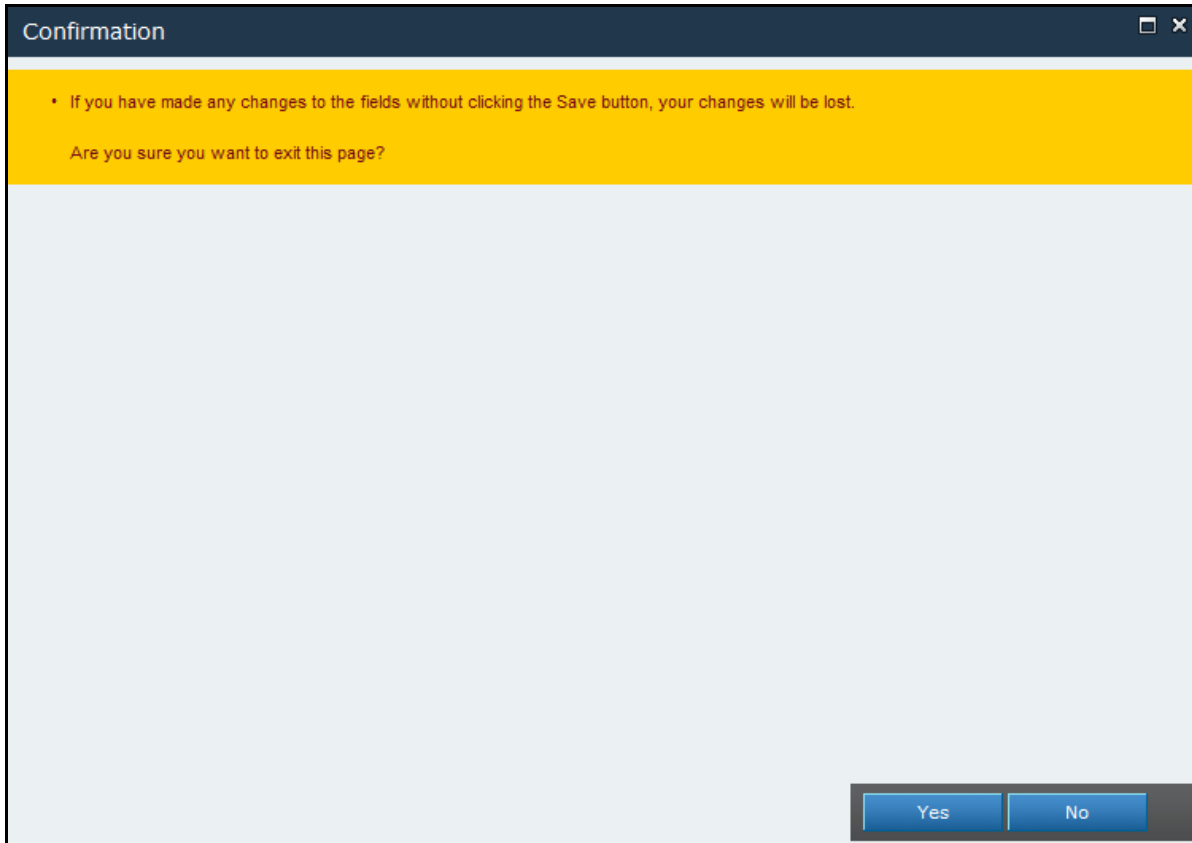
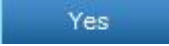
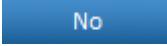
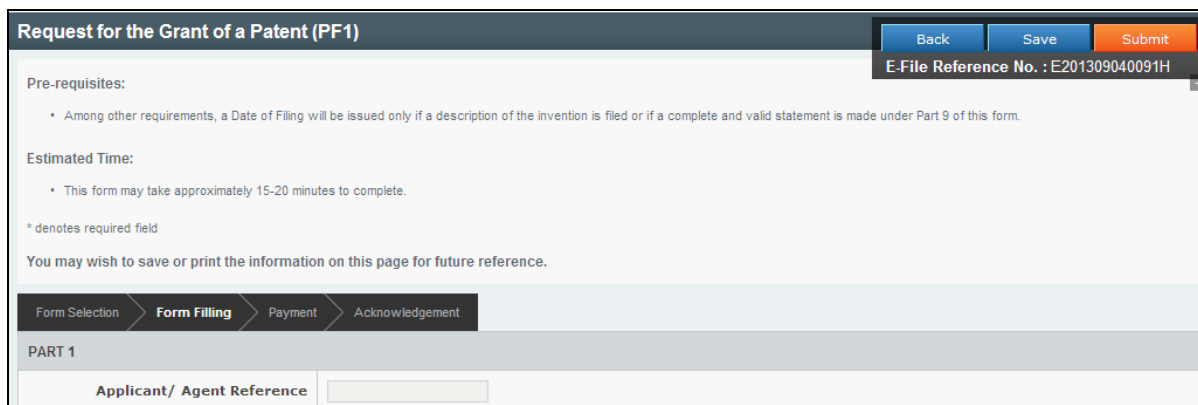


Figure 63 – Confirmation to cancel a submission

2. The popup window to cancel the submission will be displayed.

- Click  to cancel the submission. Otherwise, click  to continue with the submission.

4.1.16 Next Button



Request for the Grant of a Patent (PF1)

Back Save Submit

E-File Reference No. : E201309040091H

Pre-requisites:

- Among other requirements, a Date of Filing will be issued only if a description of the invention is filed or if a complete and valid statement is made under Part 9 of this form.

Estimated Time:

- This form may take approximately 15-20 minutes to complete.

* denotes required field


You may wish to save or print the information on this page for future reference.

Form Selection **Form Filling** Payment Acknowledgement


PART 1

Applicant/ Agent Reference

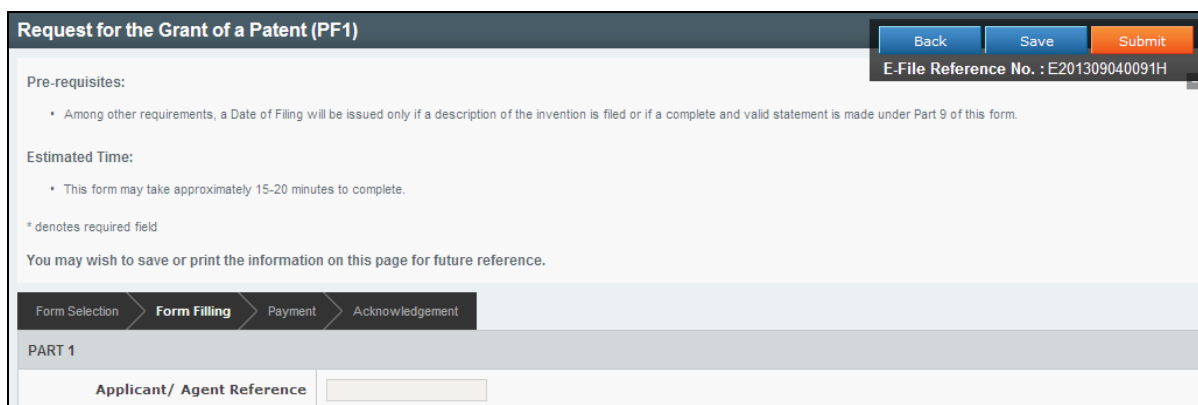
Figure 64 – Next Button

- When the user is ready to submit the form, click on , system will perform a first set of validation checks to determine if all mandatory fields in the form have been entered correctly. If all mandatory fields have been correctly entered, the system will then perform a second set of validation checks against certain information specific to the application in which the form relates to. The result of this second set of validation checks will appear in the form of:
 - Error messages: The form contains one or more errors that needs to be rectified before the form can be submitted
 - Warning message: There are one or more deficiencies in the form, but such deficiencies will not prevent the submission of the form
 - No error or warning messages

Note:

- All mandatory fields should be provided before clicking . Otherwise, the user will be prompted to enter the mandatory fields.

4.1.17 Back Button



Request for the Grant of a Patent (PF1)

Back Save Submit

E-File Reference No. : E201309040091H

Pre-requisites:

- Among other requirements, a Date of Filing will be issued only if a description of the invention is filed or if a complete and valid statement is made under Part 9 of this form.

Estimated Time:

- This form may take approximately 15-20 minutes to complete.

* denotes required field

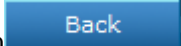
You may wish to save or print the information on this page for future reference.

Form Selection **Form Filling** Payment Acknowledgement

PART 1

Applicant/ Agent Reference

Figure 65 – Back Button

- Click on  to amend any details which the user had entered. This will bring the user to the previous page.

4.1.18 Submit Button

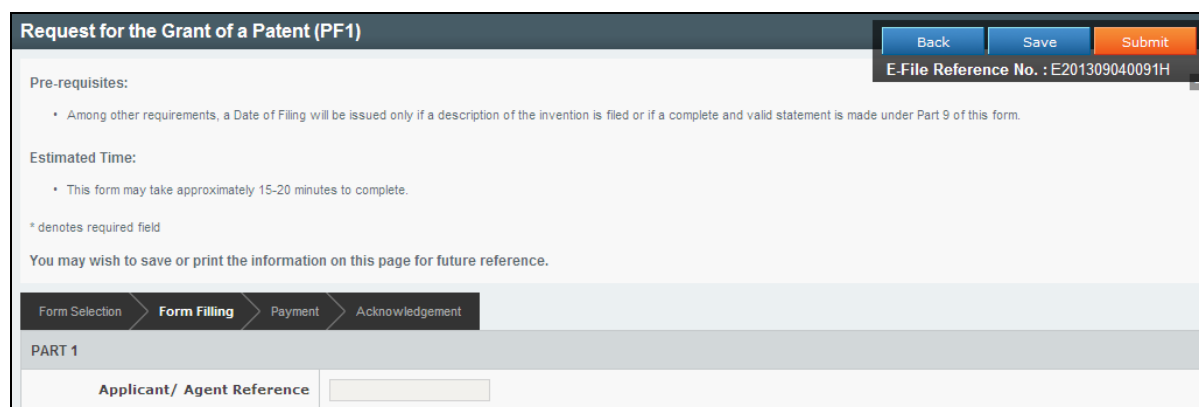




Figure 66 – Submit Page

1. Submit button will be enabled only if the form contains no Errors. . The form can still be submitted even it contain “Warning” deficiencies
2. The user can also choose to click on  to overwrite the draft that was saved earlier.
3. Click on  and if the user has selected payment in Part 14, the user will be taken to Checkout Page to make payment.

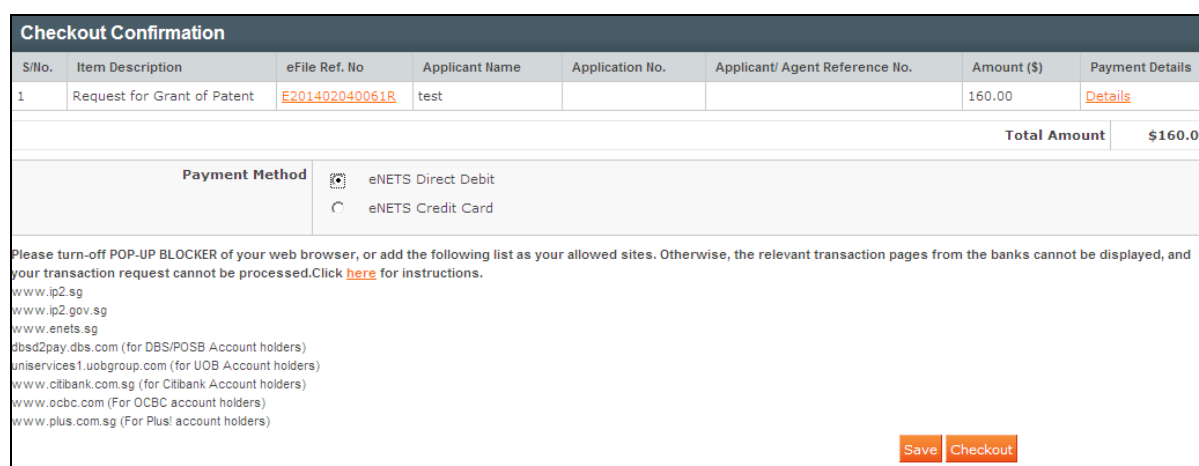


Figure 67 – Checkout Page

Note:

- If part 14 is not selected, users will be displayed with an acknowledgement page.

4.1.19 Payment Page

1. For non-account holders, please refer to the common section (0). For account user, please refer to the common section (0) for details.

4.1.20 Acknowledgement Page

1. Upon successful submission of Patents Form 1, an acknowledgement page will be displayed

Acknowledge		
1	Item Description	Request for the grant of a patent
	eFile Ref. No.	E201309040096G
	Applicant Name	SAUL, REINER
	Application Number	PT201300486B
	Message	The form has been submitted successfully.

Figure 68 – Acknowledgement Page when Patents Form 1 is submitted without payment

Payment Status		
1	Item Description	Request for the grant of a patent
	eFile Ref. No.	E201309040094B
	Applicant Name	SAUL, REINER
	Application No.	PT201300485D
	Applicant/ Agent Reference No.	
	Total Amount	\$160.00
	Message	The application fee has been paid
	Details	Details

Summary	
Total Amount	\$160.00
Date of Payment	04/09/2013 03:47 PM
Receipt No.	R201309040035H
Payment Method	eNETS Direct Debit

Please save or print a copy of the receipt for future reference.

Receipt
Close

Figure 69 – Acknowledgement Page when Patents Form 1 is submitted with payment

- Click on Receipt to view or print the receipt generated.
- Click on Close to close the payment status popup window.

4.1.21 Deferred Payment

Retrieve Drafts / Payment
Search Draft
Payment of Application Fee for PF1

Figure 70 – Payment of Application Fee for PF1 Menu

- Where the user had not made payment of the filing fee at the same time as the filing of Patents Form 1, payment of this fee can be made separately by accessing “Payment of Application Fee for PF1” under “Retrieve Drafts / Payment” on the left panel.

Figure 71 – Payment of Application Fee for PF1

2. **Application No.:** This Part is for the user to enter the application number. Enter the application number in the field provided.


Figure 72 – Displaying of Title of Invention

3. Click anywhere on the screen or press the “Enter” button on the keyboard after entering in a valid application number. The system will retrieve the related title of invention.
4. **Title of Invention:** This Part will display the title of invention of the application.

Note:

- Title of Invention is a non-editable field.

Figure 73 – Next Button



5. Click on  to proceed to the Checkout Page to make payment.

4.1.22 Payment Page

1. For non-account holders, please refer to the common section (0). For account holders, please refer to the common section (0) for details.

Payment Status		
1	Item Description	Request for the grant of a patent
	eFile Ref. No.	E201309090029G
	Applicant Name	SAUL, REINER
	Application No.	PT201300588E
	Applicant/ Agent Reference No.	
	Total Amount	\$160.00
	Message	The application fee has been paid
	Details	Details
Summary		
Total Amount	\$160.00	
Date of Payment	09/09/2013 03:07 PM	
Receipt No.	R201309090022E	
Payment Method	eNETS Direct Debit	
Please save or print a copy of the receipt for future reference.		
		<input type="button" value="Receipt"/> <input type="button" value="Close"/>

Figure 74 – Acknowledgement Page after making payment for the filing fee for Patents Form 1

1. Upon successful payment of the filing fee, an acknowledgement page will be displayed.
2. Click on  to view or print the receipt generated.
3. Click on  to close the payment status popup window.