

Intellectual Property Office of Singapore  
Registry of Patents

Circular No. 2/2018: **New Electronic Services on IP<sup>2</sup>SG for Managing International Applications filed under the PCT**

**New Electronic Services on IP<sup>2</sup>SG for Managing International Applications filed under the PCT to be launched on 7 May 2018** (Circular No. 2/2018)

As part of IPOS' ongoing commitment to improve our services to stakeholders, we will be introducing new electronic services on IP<sup>2</sup>SG for the management of international applications filed under the Patent Cooperation Treaty (PCT) from 7 May 2018.

The newly added features include:

1. Payment for new international applications, for Chapter 2 demand and additional search fee and protest fee upon invitation by the Searching and Examining Authorities via IP<sup>2</sup>SG accepted mode of payments. This includes Credit/Debit card and Internet banking. At the end of each transaction, a receipt and tax invoice will be generated.
2. Send and receipt of correspondence to and from IPOS as the receiving Office and International Searching Authority via eCommunications. However, ePCT is still an acceptable mode for sending and receiving correspondence to and from IPOS as the receiving Office and International Searching Authority.
3. Receipt of International Search Report and Written Opinion from the International Searching Authority via eCommunications.

Please refer to **Annex A** for screenshots of the payment module in customer IP<sup>2</sup>SG portal and steps on how to make payment for a new international application. To enjoy this new service<sup>1</sup>, users will be required to have a valid IP<sup>2</sup>SG account via the link [here](#).

In view that forms and correspondence from the receiving Office and the International Searching Authority will be sent via eCommunications, it is strongly encouraged for applicant to request for notifications in respect of the international application to be exclusively in electronic form.

If you have any enquiries, please direct them to Ms Judia Kok Jiaying ([judia\\_kok@ipos.gov.sg](mailto:judia_kok@ipos.gov.sg)) or Ms Lily Lee ([lily\\_lee@ipos.gov.sg](mailto:lily_lee@ipos.gov.sg)).

<sup>1</sup>*Note: The following transactions will still need to be carried out via the ePCT electronic filing and document management system:*

- a) *Filing of international applications;*
- b) *Request for demand;*
- c) *Communications with IPOS in relation to the International Preliminary Examination;*  
*and*
- d) *International Applications which are filed before 7 May 2018.*

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**Annex A**

GUIDELINE ON HOW TO MAKE PAYMENT FOR A NEW INTERNATIONAL APPLICATION VIA IP<sup>2</sup>SG CUSTOMER PORTAL:



1. Go to the left hand menu and select *Payment of PCT fees* under *My Payment*

International Application	
<b>PCT RO 101</b>	
<b>PCT Application Number*</b>	<input type="text"/> (e.g. PCT/SGXXXX/XXXXXX)
<b>Payment For</b>	<input checked="" type="radio"/> <b>Filing an International Application</b> <input type="radio"/> Restoration of Right of Priority <input type="radio"/> Additional Fee and Protest Fee For Lack of Unity Of Invention [ISA/IPEA] <input type="radio"/> Demand Fee
<input type="button" value="Search"/>	

2. Enter the PCT Application Number as indicated by *PCT Application Number\**. The PCT Application Number will be in the format *PCT/SGXXXX/XXXXX*.

Payment for New International Application		
<b>Date of Request</b> <small>Applicable when Application is not found in system</small>	<input type="text" value="19/02/2017"/> <input type="button" value="Calendar"/> (dd/mm/yyyy)	
<b>Transmittal Fee</b>		S\$ <input type="text" value="150"/>
<b>Search Fee</b>	<input type="text" value="Search Fee: SG-Intellectual Property Office of Singapore"/> <input type="button" value="v"/>	S\$ <input type="text" value="2240"/>
<b>International Filing Fee</b> <small>For International Application containing more than 30 sheets, each sheet in excess of will be subjected to additional fees</small>	First <input type="text" value="30"/> Sheets	S\$ <input type="text" value="1866"/>
<b>Electronic Filing Discount</b> <small>(If applicable)</small>	<input type="text" value="International Filing Fee with PDF Discount"/> <input type="button" value="v"/>	S\$ <input type="text" value="-281"/>
<b>Tax Invoice Details*</b>	Tax Invoice will be issued to:  <b>In general, the name of the requestor should be indicated in this field.</b>  <b>Name:</b> <input type="text" value="--Please Select--"/> <input type="button" value="v"/>  <small>Click <a href="#">here</a> for help.</small>	
		<b>Total:</b> S\$ <input type="text" value="3975"/>
<input type="button" value="Pay"/>		

3. Upon entering the PCT Application Number, payment information relating to its respective fee breakdown will be auto-populated. However, please note that there will be a lag time of at least 24 hours in the transmission of information from ePCT to IP<sup>2</sup>SG upon the filing of an

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international application. If you wish to make immediate payment after filing an international application in ePCT, you may do so by manually entering the payment details. You will also be able to make further amendments to the payment details for auto-populated information drawn directly from ePCT.

Payment for New International Application		
<b>Date of Request</b> <small>Applicable when Application is not found in system</small>	19/02/2017  (dd/mm/yyyy)	
<b>Transmittal Fee</b>		S\$ 150
<b>Search Fee</b>	Search Fee: SG-Intellectual Property Office of Singapore	S\$ 2240
<b>International Filing Fee</b> <small>For International Application containing more than 30 sheets, each sheet in excess of will be subjected to additional fees</small>	First 30 Sheets	S\$ 1866
<b>Electronic Filing Discount</b> <small>(if applicable)</small>	International Filing Fee with PDF Discount	S\$ -281
<b>Tax Invoice Details*</b>	Tax Invoice will be issued to:  <b>In general, the name of the requestor should be indicated in this field.</b>  <b>Name:</b> <input type="text" value="Please Select"/> PCT Test Applicant1 Simen RØNNE Click <a href="#">here</a> for help. <input type="text" value="Others"/>	
		<b>Total: S\$ 3975</b>
<input type="button" value="Pay"/>		

4. Under *Tax Invoice Details\**, you may select the name of the requestor. If you wish to manually enter the name of the requestor, please select *Others* from the drop-down box and key in the name of the requestor.

Payment for New International Application		
<b>Date of Request</b> <small>Applicable when Application is not found in system</small>	19/02/2017  (dd/mm/yyyy)	
<b>Transmittal Fee</b>		S\$ 150
<b>Search Fee</b>	Search Fee: SG-Intellectual Property Office of Singapore	S\$ 2240
<b>International Filing Fee</b> <small>For International Application containing more than 30 sheets, each sheet in excess of will be subjected to additional fees</small>	First 30 Sheets	S\$ 1866
<b>Electronic Filing Discount</b> <small>(if applicable)</small>	International Filing Fee with PDF Discount	S\$ -281
<b>Tax Invoice Details*</b>	Tax Invoice will be issued to:  <b>In general, the name of the requestor should be indicated in this field.</b>  <b>Name:</b> <input type="text" value="Simen RØNNE"/> Click <a href="#">here</a> for help.	
		<b>Total: S\$ 3975</b>
<input type="button" value="Pay"/>		

5. After verifying that the respective fee breakdown and the total amount is correct, select *Pay* to proceed with payment.

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 Registry of Patents  
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Payment Cart								
Action has been performed successfully.								
<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 for an International Application		PCT Test Applicant1 Simen RÖNNE	PCT/SG2017/060348		3,975.00	<a href="#">Details</a>
							<b>Total Amount</b>	<b>\$3,975.00</b>
<p>Pending transactions in the Payment Cart belonging to an IP application whose applicant details are changed will be transferred to saved drafts. This would consequently allow you to update your tax invoice and residency details in your pending transactions.</p> <p>Please note that pending Form TM4 transactions in the Payment Cart will be transferred to saved drafts at the end of the day. This is to allow IP2SG to match the descriptions of goods/services in your TM4 applications against the most updated pre-approved descriptions in our classification database.</p>								
							<a href="#">Remove from Cart</a>	<a href="#">Proceed to Checkout</a>

6. Select the item that you would wish to make payment by placing a ✓ beside the payment item. To continue, click on *Proceed to Checkout*.

Checkout Confirmation								
S/No.	Item Description	eFile Ref. No	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details	
1	Payment for an International Application		PCT Test Applicant1 Simen RÖNNE	PCT/SG2017/060348		3,975.00	<a href="#">Details</a>	
							<b>Total Amount</b>	<b>\$3,975.00</b>
		<b>Payment Method</b> <input type="radio"/> VISA/MasterCard Credit and Debit cards <input type="radio"/> Internet Banking (Citibank, DBS, OCBC, POSB, Standard Chartered Bank and UOB) <input type="radio"/> GIRO						
<p>Please turn-off POP-UP BLOCKER of your web browser, or add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. If you are selectively disabling pop-up blocker in internet explorer, do ensure that the blocking level is low. <a href="#">Click here for instructions.</a></p> <p>www.ip2.sg            www.enets.sg            dbse2pay.dbs.com (for DBS/POSB Account holders)            uniservices1.uobgroup.com (for UOB Account holders)            www.citibank.com.sg (for Citibank Account holders)            www.ocbc.com (For OCBC account holders)            www.plus.com.sg (For Plus! account holders)</p>								
							<a href="#">Checkout</a>	

7. Select the Payment Method and click on *Checkout*. After entering the payment details, you will be able to download your receipt and tax invoice upon a successful payment transaction.