

**IN THE REGISTRY OF DESIGNS, INTELLECTUAL PROPERTY OFFICE OF
SINGAPORE**

PRACTICE DIRECTION NO. 3 OF 2005

**REGISTRATION OF ACCOUNT HOLDER TO USE THE ELECTRONIC ONLINE SYSTEM
AND PAY BY GIRO**

This Practice Direction is issued by the Registrar under Rule 58B of the Registered Designs Rules, to specify the procedure for applying to the Registrar to be registered as an account holder.

This Practice Direction will come into effect on 1 September 2005.

Any person who wishes to use eDesigns to effect a transaction and make payment by GIRO must register with the Intellectual Property Office of Singapore (IPOS) as an Account Holder. Approval is at the sole discretion of IPOS. Upon approval, an eDesigns account will be created in the registrant's name and the registrant will receive a User ID and Password.

To register, access IPOS website at <http://www.ipos.gov.sg> and download the eDesigns Account Holder Registration Form.

The Account Holder must appoint an Administrator to administer and manage his eDesigns Account through the eDesigns "Maintenance of Authorised Representatives" service.

The responsibilities of the Administrator are as follows:

- appointment of one or more Representatives to access eDesigns and make payment by GIRO on behalf of the Account Holder;
- updating of the particulars of the Representatives; and
- removal of any Representative's rights to access eDesigns and make payment by GIRO on behalf of the Account Holder.

These responsibilities are to be conducted through the eDesigns "Maintenance of Authorised Representatives" service.

Please note that all authorized representatives must be CPF account holders with SingPass. The representatives are required to sign in using their SingPass to ensure security for GIRO deductions for the online transactions. If the Account Holder does not have a GIRO account with IPOS, please complete the GIRO Application Form and submit it to IPOS.

The completed eDesigns Account Holder Registration Form and GIRO Application Form should be mailed or couriered to the Intellectual Property Office of Singapore with the address 51 Bras Basah Road #04-01 Plaza By The Park Singapore 189554 and attentioned to Ms Maslina Malik. Fax submissions are not acceptable.

Dated this 1st day of September 2005.



LIEW WOON YIN
REGISTRAR
REGISTRY OF DESIGNS