

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

PRACTICE DIRECTION NO. 1 OF 2004

HOURS OF BUSINESS AND EXCLUDED DAYS

This Practice Direction is issued by the Registrar under Section 111 of the Patents Act, to specify the hours of business of the Registry and the days which are to be treated as excluded days.

This Practice Direction will come into effect on 1 July 2004.

Hours Of Business

- (1) The hours of business of the Registry shall be as follows:
 - (a) 8.30 a.m. to 12.30 p.m. and 1.30 p.m. to 5.30 p.m. from Monday to Friday, except on a day which is an excluded day; and
 - (b) 8.30 a.m. to 1.00 p.m. on any Saturday which is not an excluded day.

- (2) Notwithstanding paragraph (1), the Registry shall be taken to be open every day at all hours
 - (a) for the submission of any document pertaining to an application for a patent by means of the Patents Deposit Box; and
 - (b) for the carrying out of any of the transactions referred to in rule 96A(2) by means of the electronic online system, and the retrieval of published patent specifications by means of that system.

Excluded Days

- (1) All Sundays, public holidays and such other days as the Registrar may specify, shall be excluded days for all purposes under the Act and the Rules.

Dated this 1st day of July 2004.



CHIAM LU LIN
ACTING REGISTRAR
REGISTRY OF PATENTS