

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

**PRACTICE DIRECTION NO. 4 OF 2006**

**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 15 December 2006.

**A. Hours Of Business**

Subject to rules 98(4), 98(7) and 98(10) of the Patents Rules, the hours of business of the Registry shall be as follows:

- (a) 8.30 a.m. to 12.30 pm and 1.30 pm to 5.30 pm 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.

**B. 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.
- (2) Subject to B(1), all Saturdays shall be excluded days for any business under the Patents Act and Rules, where the time for doing the business expires on that date and where the business was not done by that date.

Dated this 15<sup>th</sup> day of November 2006.



**LIEW WOON YIN  
REGISTRAR  
REGISTRY OF PATENTS**