

Guideline to Completing Form D3

Multidesign Application (If Applicable)

You should indicate in the following box that the application is a multidesign application. Each design will be given its own design number and the fee payable would be the number of designs multiplied by the application fee of S\$270.

Number of extra sheets attached to form (If Applicable)

If you are attaching extra sheets to the form, please indicate the number of extra sheets.

PART 1: Your Reference (Optional)

This reference is used by the Registry when we issue out correspondences.

PART 2: Design Number (Not Applicable)

The Design Number will be provided by the Registry of Designs in the acknowledgment letter. The acknowledgment letter will also include other details of the application.

PART 3 : Classification (Mandatory)

Please fill in the classification according to the Third Schedule of the Registered Designs Rules. Please note that the class and the subclass must be filled.

For example: If your design is applied to a wrist watch, you would fill in "10-02"

PART 4 : Set of articles (If Applicable)

This refers to two or more objects that commonly come together in a set or are intended for use together. The articles must share the same design or the same design with modifications or variations not sufficient to alter the character or substantially to affect the identity thereof. Examples of sets or articles are "cutlery sets" or "tea sets".

PART 5 : Name of article (Mandatory)

As designs are applied to articles, you should name the article, for example "wrist watch" or "motor car". Please use generic terms and do not include any description of the article.

If this is a multidesign application under rule 22 (a) please indicate the number of designs in this application.

Date of Receipt:

Number of extra sheets attached to this form:

SINGAPORE
REGISTERED DESIGNS ACT
(CHAPTER 266)
REGISTERED DESIGNS RULES

FORM D 3 APPLICATION FOR REGISTRATION OF DESIGN

This form will take about 10-15 minutes to complete.

General Instructions

- This form should preferably be typewritten to assist in processing.*
- This form when completed must be filed with the prescribed fee.*
- If there is not enough space to fill in any part of this form, please use separate sheets.*
- Please note that the address for service must be an address in Singapore. Your attention is drawn to rule 7(1) of the Registered Designs Rules.*
- Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.
(for official use only)

PART 3 Class and Subclass

PART 4 If the application is for a set of articles, enter the number of articles in the set

PART 5 Name the particular article(s) or set of articles to which the design applies

PART 6 : Applicant’s Rights in respect to design (Mandatory)

If Applicant is not the designer, please indicate how the rights were obtained. For example: “The designer is an employee of the applicant” or “The applicant commissioned the design.”

PART 7 : Particulars of Applicant (Mandatory)

- For a **company**, please state your corporate name. For example: “ABC (S) Private Limited”
- For a **partnership or sole-proprietorship**, please state the name of the partnership or the sole-proprietorship. For example: “Amir bin Ali and Eunice Theng (trading as Bee-U-Tee Design)”
- For an **individual**, please state your name. For example: “Lisa Wong”
- If you are a **ministry/department/organ of state** filing on behalf of the Singapore Government, please reflect the applicant's name as "Government of Singapore" (or "Minister for Finance" if that is intended). For a statutory board, the application should be filed in the name of the statutory board if the enabling statute provides (as it generally does) for the statutory board to have the legal capacity to own property in its own name.

If "**Government of Singapore**" is used, please include in the address field, the name of the agency that is handling that application.

For example:

Name Government of Singapore
 Address c/o Ministry of Manpower
 18 Havelock Road
 #07-01 Ministry of Manpower Building
 Singapore 059764.

- **Telephone and Fax numbers** are optional but useful in the event that we need to urgently contact you regarding the application.
- **Kind of Incorporation/ Individual (Mandatory)**
 For example : “ Private Limited Company” or “Individual”
- **Country of Incorporation/Citizenship (Mandatory)**
 If you are a company, please state the country of incorporation. If you are an individual, please state citizenship.
- **State of Incorporation (If Applicable)**
 Please include the state of incorporation, if applicable.

PART 6	Explain the applicant’s rights in respect to the design(s) <input type="checkbox"/> Applicant is the designer <input type="checkbox"/> Others (Please specify) _____
PART 7	Particulars of applicant Name <input type="text"/> Address <input type="text"/> Telephone <input type="text"/> Fax <input type="text"/> Kind of incorporation (Constitution Type) / Individual <input type="text"/> Country of incorporation / Citizenship <input type="text"/> State of incorporation <i>(If applicable)</i> <input type="text"/>
PART 8	Representation of the design and the Statement of Novelty <i>Please provide a representation(s) of the design suitable for reproduction at Amex A together with a Statement of Novelty</i>
PART 9	State the country and the filing date of any previous application from which priority is claimed under section 12 or 13 of the Registered Designs Act (Cap. 266). Country: <input type="text"/> Priority Date Claimed: <input type="text"/> <input type="text"/> <input type="text"/> Date Month Year

PART 8 : Representation and the Statement of Novelty (Mandatory)

Please refer to Page 6.

PART 9 : Priority Claim (If Applicable)

If you have registered or applied to register your design in another country that is party to the the Paris Convention or The World Trade Organisation, please indicate the priority country and date claimed.

You must however, be filing your application for registration in Singapore within six (6) months from the date of the priority application.

PART 6	Explain the applicant's rights in respect to the design(s) <input type="checkbox"/> Applicant is the designer <input type="checkbox"/> Others (Please specify) _____
PART 7	Particulars of applicant Name _____ Address _____ Telephone _____ Fax _____ Kind of incorporation (Constitution Type) / Individual _____ Country of incorporation / Citizenship _____ State of incorporation (If applicable) _____
PART 8	Representation of the design and the Statement of Novelty <i>Please provide a representation(s) of the design suitable for reproduction at Annex A together with a Statement of Novelty</i>
PART 9	State the country and the filing date of any previous application from which priority is claimed under section 12 or 13 of the Registered Designs Act (Cap. 266). Country: _____ Priority Date Claimed: <input type="text"/> <input type="text"/> <input type="text"/> Date Month Year

PART 10: Priority Claim (If applicable)

For example : The priority application was lodged in the UK in the name of X, who subsequently assigns it to Y. Y then lodges an application in Singapore and claims priority based on the UK application. Please provide the details of the deed of assignment (X assigning to Y) in the space provided.

PART 11 : Associated Designs (If applicable)

If you are seeking to associate this design with an earlier registered design, you must be:

- The owner of the earlier registered design and the application is for registration of the same design in respect of one or more other articles;
- or
- The owner of the earlier registered design and the application is for registration of the same design with modifications or variations not sufficient to alter the character or substantially affect the identity of the registered design; and the application may be in respect of the same or one or more other articles.

Please note that the period of protection of the later associated design cannot be extended beyond the end of the period of protection of the earlier registered design.

PART 12 : Disclosure (If applicable)

Novelty of the design is not destroyed if your design:

- has been disclosed to a person where it would be a breach of good faith for that person to use or publish the design - Section 8 (1)(a) ;
- has been disclosed in breach of good faith by another person other than the owner of the design - Section 8 (1)(b) ;
- is a new or original textile design and there has been an acceptance of a first and confidential order for goods bearing that design - Section 8 (1)(c);
- has been disclosed to a Government department to consider the merits of the case; - Section 8 (1)(d) or
- has been displayed at an Official International Exhibition with the owner’s consent – Section 8 (2).

Please indicate in the correct box which circumstance you are claiming, **if applicable**.

PART 10	If Part 9 above applies, and the previous application was not made in the name(s) given at Part 7, give details of the instrument (for example, deed of assignment) which gives the applicant the right to apply for priority. Include the appropriate name(s) and date(s).
<input type="text"/>	
PART 11	State the application/registration number(s) of any earlier design application(s) /registration(s) for association under section 10 of the Registered Designs Act. If the previous application was not made in the name(s) given in Part 7, give details of the instrument (for example, deed of assignment) which gives the applicant the right to apply for association.
<input type="text"/>	
PART 12	<p>If the design(s) has/have been previously disclosed and you claim that</p> <p>(1) section 8(1) of the Registered Designs Act applies,</p> <p>(a) Identify the provisions of Section 8(1) of the Registered Designs Act on which you rely: <i>(tick the appropriate box)</i></p> <p><input type="checkbox"/> Section 8(1)(a) <input type="checkbox"/> Section 8(1)(b) <input type="checkbox"/> Section 8(1)(c) <input type="checkbox"/> Section 8(1)(d)</p> <p>(b) Describe the circumstances of the disclosure including any relevant dates:</p> <p><input type="text"/></p> <p>(2) section 8(2) of the Registered Designs Act (Disclosure at an official international exhibition) applies</p> <p>(a) State Name and place of exhibition:</p> <p><input type="text"/></p> <p>(b) State Opening date of exhibition:</p> <p><input type="text"/></p> <p>(c) State Date of first disclosure: <i>(if not on the opening date of the exhibition)</i></p> <p><input type="text"/></p>

PART 13 : Name of Agent and Address for Service

If you have appointed an agent to act on your behalf, please fill in the agent’s name and his address as the address for service. All correspondence will be sent to the agent’s address for service.

If you are not represented by an agent but wish to have all correspondence directed to a postal address, please complete the “Adress for Service” space at Part 13.

For example:

Your address : No 88 Seksyen 14, Selangor Darul Ehsan, Malaysia

Your address for service: c/o Blk 456, Toa Payoh Lorong 9,
#26-06, Singapore 123456

Please note that an address for service **MUST** be an address in Singapore.

PART 14: Declaration

The application form **MUST** be signed by:

- the individual, where the applicant is an individual;
- the sole proprietor, where the applicant is a sole proprietorship;
- a director or secretary of the company, where the applicant is a body corporate; or
- the applicant’s authorised agent.

PART 13	Name of agent <i>(if applicable)</i>
<input type="text"/>	
Address for service	
<input type="text"/>	
Telephone	Fax
<input type="text"/>	<input type="text"/>
PART 14	Declaration
I/We apply to register the design(s) shown in the representation. I/We declare that the applicant(s) is/are owner(s) of the design in relation to the article or set of articles specified above.	
Signature _____	_____
Name _____	Date Month Year
(in block letters)	
Official capacity of signatory	

Please note that applications that are lodged without any representation(s) will not be accepted at the Counter.

Representation of the design (Mandatory)

The representation affixed at Annex A is the representation that will be published in the Designs Journal and used as a thumbnail in the Designs eSearch, upon registration of the design.

The representation should be affixed within the space provided which is 13 cm x 15 cm. For more information on submitting images, you may wish to refer to the Guidelines for Representations of Designs.

Please note that only 1 set of representations are required to be lodged with the application.

The maximum number of representations that can be lodged with the application is 10.

Statement of Novelty (Mandatory)

The statement of novelty describes the features of the design which are new. However, these features do not include method of construction; solely functional features or other features that are:

- (i) dependent upon the appearance of another article of which the article is intended by the designer to form an integral part; or
- (ii) enable the article to be connected to, or placed in, around or against, another article so that either article may perform its function

Examples of Statements of Novelty:

“The novelty resides in the shape and configuration of the article as shown in the representation”

OR

“The features of the design for which novelty is claimed are the pattern and ornament of the article as shown in the representation”

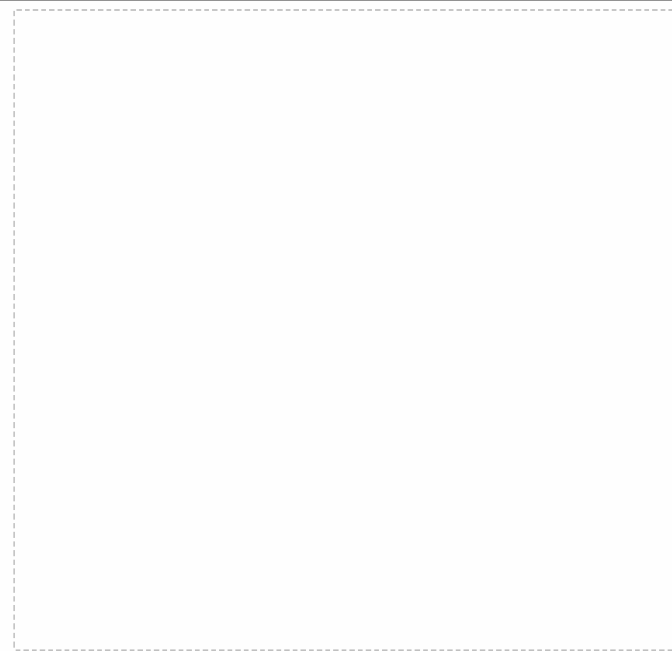
Disclaimers are used to exclude words, numerals or other features that are incorporated into the representation of the design. If a major part of an article to which your design applies contains words, letters, trade marks and/or numerals, the statement of novelty should also include the following: "No claim is made to any right to the exclusive use of the word*, letters*, trade mark* or numerals* appearing in the design." (*as appropriate)

Annex A

Representation of the Design

Notes

- a. Please ensure that the representation of the design is at least 3cm by 3 cm and no larger than 13 cm by 15 cm inserted within the space provided below. If you attach a separate sheet, the representation must be of the same dimensions as above and must be suitable for reproduction.
- b. If the design relates to a set of articles, the Annex A should show the design as applied to each article in the set.
- c. Only a maximum of 10 representations will be accepted. Where more than ten representations are provided, the Registry will disregard the extra representations lodged.
- d. If this is a multidesign application under rule 22(a) containing 2 or more designs, please provide a separate Annex A for each design and ensure that the Statement of Novelty appears below each Annex A.



Statement of Novelty (rule 15) :

Note:

- a. A Statement of Novelty is not required for textile articles, lace, wallpaper or similar wall covering
- b. Please state the Statement of Novelty in less than 500 characters.