

## 1. INTRODUCTION TO eDESIGNS

### 1.1 About this Manual

#### Who should read this manual?

Law firms and the Public who are interested to make e-filing on Design applications are advised to read this manual.

#### Information on the chapters

There are a total of 9 chapters in this manual. Chapter 1 gives an overview of the eDesigns Service provided and chapters 2 to 9 provide the necessary details on how to use the applications.

### 1.2 Overview

In the current submission process of Designs applications, applicants/ agents have to lodge the application forms at the counter of Intellectual Property Office of Singapore. In order to improve its efficiency and services to the public, IPOS has implemented the eDesigns System that allows the public and law firms to file some of the applications electronically through the Internet. With this service, the public can lodge the applications in their own convenience and the service is available round the clock.

All e-filed Internet submissions will be transferred to the intermediate database within the staging area through the Electronic Data Exchange (a secured information broker and a trusted proxy provided by PSI, thereafter referred to as EDX). The eDesigns Service has also greatly reduced IPOS's back-end manual processing.

The applications that can be filed through the eDesigns Service include:

- Request to Change Name/ Address/ Address for Service (Form D1)
- Appointment/ Substitution of Agent (Form D2)
- Application for Registration of Designs (Form D3)
- Request for Amendment of Application for Registration (Form D5)
- Application for a Certified Copy (Form D7)
- Application for Extension of Period of Registration (Form D8)
- Request for Extension of Time (Form D16)
- Maintenance of Authorised Representatives

Various payment services are available in the eDesigns Systems. Applicant/ agent can make payment via one of the payment services. Only authorised representatives can make use of the GIRO payment service. To subscribe to GIRO, applicant/ agent has to register with IPOS.

The Maintenance of Authorized Representatives eService enables law firms to authorise representatives to use their GIRO account for eDesigns Service.

### 1.3 Pre-requisites/ Requirements

#### Pre-requisites/Basic knowledge

The reader should have some experience using the Web Browser.

#### Hardware Requirements

- Internet Explorer version 5.5 and above

### 1.4 How to start eDesigns

The eDesigns Service is accessible at

<http://www.ipos.gov.sg/main/oursvcs/EZIP/edesign/intro.html>.

Figure 1.1

To begin the e-filing, click on the 'Online Transactions' link in the web page.

