Registry of Patents
Self-Help Facilities Form

I, _____ of NRIC/Passport No. _____ hereby declare that:

Section A: Select one (✓)

☐ I am filing this patent submission as the sole proprietor; **OR**

☐ I am properly authorised to file this patent submission on behalf of the owners named in this patent submission(s); **OR**

☐ I am properly authorised to file this patent submission on behalf of
☐ (name of firm)

Section B: Select one (✓)

☐ I have a Netrust card and will login using my existing ePatents Account information * ; **OR**

☐ I own a Netrust card but will use IPOS' Netrust card No. *(last 6 digits)* **OR** ☐

☐ I do NOT own a Netrust card and will use IPOS' Netrust card No. *(last 6 digits)* ☐

I will transmit my online submission using the following new OR existing account information:

User ID: ☐ Account ID: ☐

I understand that:

- I need to deposit my NRIC/Passport at the IPOS Counter and that I can collect it after all relevant fees have been paid, key (if using Self-help Kiosk) and Netrust Card have been returned;
- I have to attach a photocopy of my NRIC/Passport (front & back) together with this declaration form;
- I have to use my own Credit Card/ GIRO Account to make online payment of the filing fees;
- I am responsible for the confidentiality of my submission and I have to carry out the deletion of all electronic files stored in the Self-help Facilities in doing so;
- I need to print a copy of the online receipt, which will be proof of my submission;
- Any false information (or omission of material information) may render this submission invalid and under certain circumstances may constitute an offence;
- In order for me to file a Search and/or Examination Request or make an application for the Renewal of my patent upon grant, I will need to have my own ePatents Subscriber Account, GIRO Account and Netrust Card.
- I understand that IPOS is acting solely in the capacity of the Netrust card holder and as such shall not be held responsible for the filing of this patent submission(s).

I have to pay at the IPOS Counter:	S$2.00 for each half-hour (or part thereof) that I use the Public PCs; S$22.50 for each hour (or part thereof) that I use the Self-help Kiosk; S$5.00 for the use of the IPOS Netrust Card on loan to me; S$1.60 for each recordable CD which I purchase from the IPOS Counter; and S$0.30 for each page printed using IPOS's printer.

Section C: Payment Details for the use of the Self-help Facilities

☐ Cash / Cashcard ☐ Cheque ☐ GIRO

☐ NETS Cheque No. ☐ Agent Code No. ☐

I hereby declare that the details submitted are true, correct and accurate to the best of my knowledge and in making this application, I do not contravene section 105 of the Patents Act (Cap 221).

_____ _____

Name & Signature Date

For IPOS Counter's Use Only *+ delete accordingly*

Start Time _____ AM / PM + End Time _____ AM / PM +

☐ To fax the Subscription Form (if any) to ePatents Centre for approval to use the NEW account.
☐ * To inform ePatents Centre to revoke the user information BEFORE and AFTER the usage of the account.

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01, Plaza by the Park Singapore 189554
Tel: (65) 63398616 Fax: (65) 63390252 http://www.ipos.gov.sg