

Registered Designs Forms & Fees

(The following has been superseded wef 13 November 2014. Please refer to IPOS website for the latest Forms and Fees.)

S/N	Description of Form	Form	Fee (S\$)
1.	Request to change the name and/or address of an applicant for registration or of a registered proprietor; or request to change an address for service	D1	15.00 21.00
	a. filed by means of the electronic online system		
	b. filed other than by means of the electronic online system		
2.	Filing of a notice of appointment of an agent or of a substitution of agents	D2	12.00 17.00
	a. filed by means of the electronic online system		
	b. filed other than by means of the electronic online system		
3.	Application for registration of a design under Section 11 of the Act	D3	250.00 in respect of each design
	a. filed by means of the electronic online system		
	b. filed other than by means of the electronic online system		270.00 in respect of each design
4.	Withdrawal of application for registration of a design under Section 14 of the Act	D4	NA
5.	1. Application to amend an application for registration of a design under Section 15 of the Act filed by means of the electronic online system	D5	40.00 45.00
	a) where the amendment relates to text only		50.00
	b) where the amendment relates to representations only or to representations and text		55.00
	2. filed other than by means of the electronic online system		
	a) where the amendment relates to text only		
	b) where the amendment relates to representations only or to representations and text		
6.	Request for reinstatement of an application for registration of a design under Section 16 of the Act	D6	40.00
7.	Request for information and permission to inspect any document under Section 28 of the Act and Rule 68	NA	6.00
8.	Application for a certified copy of an entry in the Register or a certified extract from the Register under Section 55(3) of the Act	D7	30.00 36.00
	a. filed by means of the electronic online system		
	b. filed other than by means of the electronic online system		

9.	Application to correct an error in the Register under Section 57 of the Act	D5	
	a. filed by means of the electronic online system		
	i. where the correction relates to text only		40.00
	ii. where the correction relates to representations only or to representations and text		45.00
	b. Filed other than by means of the electronic online system		
	i. where the correction relates to text only		50.00
	ii. where the correction relates to representations only or to representations and text		55.00
10.	Application for extension of period of registration of a design under Section 21 of the Act and paragraph 3(6) of the Schedule to the Act -	D8	220.00 in respect of each registration
	a. for the first period of five years		242.00 in respect of each registration
	i. filed by means of the electronic online system		
	ii. filed other than by means of the electronic online system		330.00 in respect of each registration
	b. for the second period of five years		63.00 in respect of each registration
	i. filed by means of the electronic online system		
	ii. filed other than by means of the electronic online system		440.00 in respect of each registration
	c. for the third period of five years		484.00 in respect of each registration
	i. filed by means of the electronic online system		
	ii. filed other than by means of the electronic online system		550.00 in respect of each registration
	d. for the fourth period of five years		605.00 in respect of each registration
	i. filed by means of the electronic online system		
	ii. filed other than by means of the electronic online system		
11.	Late application to extend period of registration of a design under Section 21(5) of the Act and paragraph 3(6) of the Schedule to the Act	NA	50.00 in respect of each registration in addition to the fee under Item No. 10
12.	Application to register particulars of a transaction affecting rights in a registered design under Section 34 of the Act	D9	80.00
13.	Filing of a notice of a transaction relating to an application for registration of a design under Section 35 of the Act	D9	80.00
14.	Application to amend particulars of a transaction registered under Section 34 of the Act	D10	40.00

15.	Application to cancel claim as mortgagee or licensee in Register	D11	30.00
16.	Filing of a notice to surrender registration under Section 26 of the Act	D12	40.00
17.	Application for revocation of the registration of a design under Section 27 of the Act	D13	400.00
18.	Filing of a counter-statement	D14	320.00
19.	Filing of a notice of appearance at hearing	D15	450.00
20.	Request for an extension of time	D16	NA
21.	Filing of an order, declaration or certificate of the court with the Registrar (other than in relation to an application referred to in Item 12 or 13)	D17	60.00
22.	Issue by Registrar of a certificate as to amount of taxed costs	D19	80.00
23	Request for grounds of decision	NA	700.00
24.	Inspection of Register under Section 55 of the Act and obtaining of copies of documents and computer print-outs -	NA	2.00 for every half hour or less
	▪ for each search per file		0.15
	▪ for any document placed in the public search room		0.30
	▪ self-service photocopying of each page or part thereof using a stored-value card		0.30
	▪ photocopying of each page or part thereof by the staff of the Registry		0.30
	▪ for photocopying of each page or part thereof of any other document by the staff of the Registry		
	for each page of computer print-out from an electronic database of the Registry		
25.	Purchase of a copy of the Designs Journal	NA	10.00

**SINGAPORE
REGISTERED DESIGNS ACT
(CHAPTER 266)
REGISTERED DESIGNS RULES**

FORM D 1

**REQUEST TO CHANGE OR CORRECT NAME AND/OR
ADDRESS
REQUEST TO CHANGE THE ADDRESS FOR SERVICE**

This form will take about 3-5 mins to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing.*
- b. *Only 1 form is required to update the particulars of the applicant/ registered owner in respect of all designs belonging to him. Similarly, only 1 form is required to update the particulars of the Address for Service.*
- c. *This form when completed should be filed with the prescribed fee.*
- d. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- e. *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.*
- f. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of applicant for registration/registered owner presently on record
Name

Address

PART 5 Record a change of:

Name

Address for Service
(including the address for
service of the agent)

Address

PART 6 New particulars to be entered

Name

Address

PART 7 New address for service to be entered

Name

Address for service

Telephone

Fax

PART 8 Declaration

I declare that there has been no change in the legal entity of the person indicated in Part 4 and Part 6 above.

Signature _____

Date Month Year

Name _____
(in block letters)

Official capacity of signatory

**SINGAPORE
REGISTERED DESIGNS ACT
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REGISTERED DESIGNS RULES**

FORM D 2

APPOINTMENT OR SUBSTITUTION OF AGENT

This form will take about 3-5 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing.*
- b. *A separate form should be used for each design.*
- c. *Please file this form if an agent has been appointed to act for the applicant for registration/registered owner, or if an agent is appointed in substitution for another.*
- d. *This form when completed should be filed with the prescribed fee.*
- e. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- f. *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.*
- g. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of applicant for registration/registered owner

Name

Address

PART 5 Please state the purpose of your appointment:

All matters relating to the application for registration of the design / registered design

Assignment, Mortgage or Licence in respect of the design (please specify)

PART 6 Name of agent
(if applicable)

Address for service

Telephone

Fax

PART 7 Declaration

I/We declare that I/We have been appointed by the person(s) named in Part 4 above to act as an agent named in Part 6 above.

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

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

- a. *This form should preferably be typewritten to assist in processing.*
- b. *This form when completed must be filed with the prescribed fee.*
- c. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- d. *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.*
- e. *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

Explain the applicant's rights in respect to the design(s)

Applicant is the designer

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

Please provide a representation(s) of the design suitable for reproduction at Annex A together with a Statement of Novelty

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:

Date

Month

Year

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).

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.

PART 12

If the design(s) has/have been previously disclosed and you claim that

- (1) section 8(1) of the Registered Designs Act applies,
- (a) Identify the provisions of Section 8(1) of the Registered Designs Act on which you rely:

(tick the appropriate box)

Section 8(1)(a)

Section 8(1)(b)

Section 8(1)(c)

Section 8(1)(d)

- (b) Describe the circumstances of the disclosure including any relevant dates:

- (2) section 8(2) of the Registered Designs Act (Disclosure at an official international exhibition) applies

- (a) State Name and place of exhibition:

- (b) State Opening date of exhibition:

- (c) State Date of first disclosure: *(if not on the opening date of the exhibition)*

PART 13 Name of agent
(if applicable)

Address for service

Telephone

Fax

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 _____

Date Month Year

Name _____

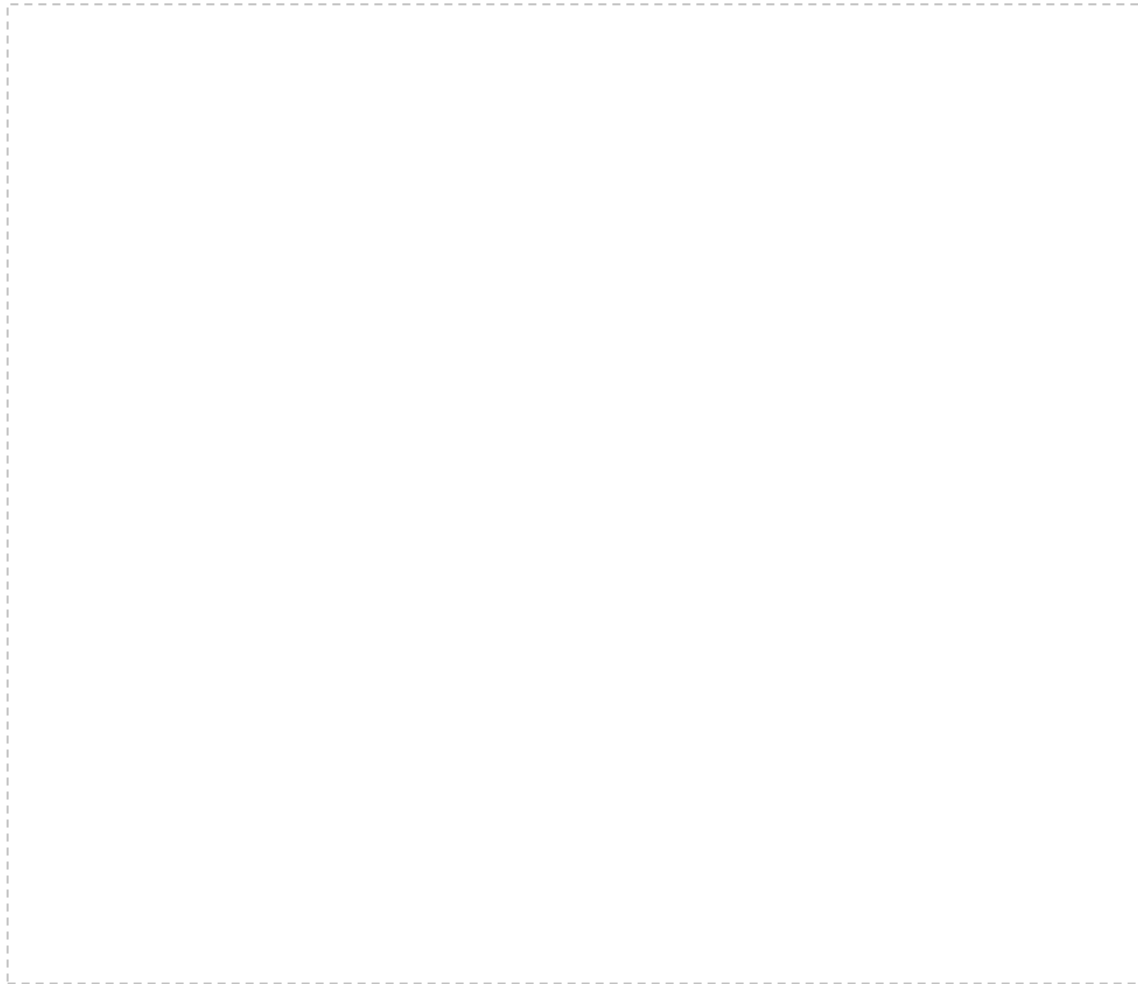
(in block letters)

Official capacity of signatory

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.*

**SINGAPORE
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FORM D 4

**NOTICE OF WITHDRAWAL OF APPLICATION FOR
REGISTRATION**

This form will take about 3-5 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing.*
- b. *A separate form should be used for each design.*
- c. *This form when completed should be filed with the prescribed fee.*
- d. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- e. *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.*
- f. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of applicant for registration

Name

Address

PART 5 Name of agent
(if applicable)

Address for service

Telephone

Fax

Signature _____


Date Month Year

Name _____

(in block letters)

Official capacity of signatory

**SINGAPORE REGISTERED DESIGNS ACT (CHAPTER 266)
REGISTERED DESIGNS RULES**

FORM D5  *4002*	Request for Amendment of Application for Registration
<p><u>Estimated Time:</u> This form may take approximately 3 - 5 minutes to complete.</p> <p><u>General</u> a. * denotes mandatory field.</p>	
PART 1 Reference	
Applicant/ Agent Reference	<input type="text"/>
IPOS Reference (if applicable)	<input type="text"/>
PART 2 Application No.*	
Design No.*	<input type="text"/>
PART 3 Name of Applicant/ Registered Owner*	
<p><u>Note:</u> If there is insufficient space, please use the continuation sheet CS 4.</p>	
UEN/ Company Code (if applicable)	<input type="text"/>
Name	<input type="text"/>
Sole Proprietor or Partners' Name (if sole proprietorship or partnership)	<input type="text"/>
PART 4 Amendment Details*	
<p><u>Note:</u> If the amendment affects the images, please attach the new images on separate sheets.</p>	
Details of the Amendment	<p>There can be no amendment made to increase the number of months requested for deferment of publication. To request for earlier publication after a deferment of publication has been requested, please write in to the Registry.</p> <input type="text"/>

PART 5 Contact Details*Note:

- a. Where an agent with UEN is appointed, the fields for "Agent UEN/ Company Code", "Agent Name" and "Address for Service in Singapore" should be completed. Where an individual or an agent without UEN is appointed, the sub-field "Representative or C/O Name" and "Address for Service in Singapore" should be completed instead.
- b. The official correspondence will be sent to the address for service in Singapore as indicated in this box, and must be the same as the one on our record.
- c. Please file Form CM1 if you are a different agent or Form CM2 if you have changed your address for service in Singapore.

Agent UEN/ Company Code	<input type="text"/>
Agent Name	<input type="text"/>
Representative or C/O Name	<input type="text"/>
Address for Service in Singapore	
Block/ House No.	<input type="text"/>
Street Name	<input type="text"/>
Level - Unit	<input type="text"/> - <input type="text"/>
Building Name	<input type="text"/>
Postal Code	<input type="text"/>
Contact Person <i>(if applicable)</i>	<input type="text"/>
Direct Telephone No. <i>(if applicable)</i>	<input type="text"/>
Email Address <i>(if applicable)</i>	<input type="text"/>

PART 6 Declaration*

Declaration	<p><u>By Person Filing the Form</u></p> <p>I, the undersigned, do hereby declare that the information furnished above is true to the best of my knowledge.</p> <p><u>By Agent</u></p> <p>I, the undersigned, do hereby declare that :</p> <p>i. I have been duly authorised to act as an agent on behalf of the person(s) filing this form.</p> <p>ii. The information furnished above on behalf of the person(s) filing this form is true to the best of the person(s)' knowledge.</p>
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<p>Name</p> <p>Signature</p> <p>Date (DD/MM/YYYY)</p>	<input data-bbox="552 165 1362 228" type="text"/> <input data-bbox="552 268 991 383" type="text"/> <input data-bbox="552 439 935 501" type="text"/>
<p>No. of Extra Sheets Attached to this Form</p>	<input data-bbox="552 551 751 613" type="text"/> sheet(s)

PART 5 Name of agent
(if applicable)

Address for service

Telephone

Fax

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

Annex

Note:

- a. *The Statutory Declaration must accompany the request for reinstatement.*
- b. *The Statutory Declaration should set out clearly the reason(s) leading to the application for registration being treated as withdrawn.*

Registered Designs Act
(Chapter 266)

In the matter of Design No. _____
in Class and Sub Class _____ in
Singapore by

I, _____ (*name, address, and profession*) do solemnly and sincerely declare that,

AND I MAKE this solemn declaration conscientiously believing the same to be true, and
by virtue of the provisions of the Oaths and Declarations Act (Chapter 211).

DECLARED at)
by the abovenamed)
this day of)

Before me
Commissioner of Oaths

**SINGAPORE
REGISTERED DESIGNS ACT
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FORM D 7 APPLICATION FOR A CERTIFIED COPY OF AN ENTRY IN THE REGISTER OR A CERTIFIED EXTRACT FROM THE REGISTER

This form will take about 3-5 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing.*
- b. *A separate form should be used for each design.*
- c. *This form when completed should be filed with the prescribed fee.*
- d. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- e. *Please note that the address of person making the application must be an address in Singapore. Your attention is drawn to rule 7(1) of the Registered Design Rules.*
- f. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

**PART 4 Particulars of applicant
Name**

Address

PART 5 Name of agent
(if applicable)

Address for service

Telephone

Fax

Signature _____


Date Month Year

Name _____

(in block letters)

Official capacity of signatory

**SINGAPORE REGISTERED DESIGNS ACT (CHAPTER 266)
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FORM D8  *4005*	Application for Extension of Period of Registration/ Application for Restoration of Registration Removed from the Register
<p><u>Pre-requisites:</u></p> <p>a. This form can be lodged to apply for the extension of period of registration of a design or for the restoration of registration of a design removed from the register.</p> <p>b. The extension for the third and fourth periods of 5 years are only applicable to designs originally registered in the United Kingdom and which have been extended in Singapore.</p> <p><u>Estimated Time:</u> This form may take approximately 3 - 5 minutes to complete.</p> <p><u>General</u></p> <p>a. * denotes mandatory field.</p>	
PART 1 Reference	
Applicant/ Agent Reference IPOS Reference <i>(if applicable)</i>	<input type="text"/> <input type="text"/>
PART 2 Application No.*	
Design No.*	<input type="text"/>
PART 3 Name of Registered Owner*	
<i>Note: If there is insufficient space, please use the continuation sheet CS 4.</i>	
UEN/ Company Code <i>(if applicable)</i> Name Sole Proprietor or Partners' Name <i>(if sole proprietorship or partnership)</i>	<input type="text"/> <input type="text"/> <input type="text"/>
PART 4 Current Renewal Date*	
State the Current Renewal Due Date <i>(DD/MM/YYYY)</i>	<input type="text"/>
PART 5 Period of Extension*	
Please state the Period of Extension <i>(Cross one of the options)</i>	<input type="checkbox"/> 1 st period of extension <input type="checkbox"/> 2 nd period of extension <input type="checkbox"/> 3 rd period of extension

	<input type="checkbox"/> 4 th period of extension																						
PART 6 Contact Details*																							
<p><u>Note:</u></p> <p>a. Where an agent with UEN is appointed, the fields for "Agent UEN/ Company Code", "Agent Name" and "Address for Service in Singapore" should be completed. Where an individual or an agent without UEN is appointed, the sub-field "Representative or C/O Name" and "Address for Service in Singapore" should be completed instead.</p> <p>b. For the purpose of renewal and/or restoration, the official correspondence will be sent to the address for service in Singapore as indicated in this box.</p>																							
Agent UEN/ Company Code Agent Name	<table border="1"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="11"><input type="text"/></td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
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<input type="text"/>																							
Representative or C/O Name	<input type="text"/>																						
	Address for Service in Singapore Block/ House No. <input type="text"/> Street Name <input type="text"/> Level - Unit <input type="text"/> - <input type="text"/> Building Name <input type="text"/> Postal Code <input type="text"/>																						
Contact Person <i>(if applicable)</i> Direct Telephone No. <i>(if applicable)</i> Email Address <i>(if applicable)</i>	<input type="text"/> <input type="text"/> <input type="text"/>																						
PART 7 Declaration*																							
Declaration	<p><u>By Person Filing the Form</u></p> <p>I, the undersigned, do hereby declare that the information furnished above is true to the best of my knowledge.</p> <p><u>By Agent</u></p> <p>I, the undersigned, do hereby declare that :</p> <p>i. I have been duly authorised to act as an agent on behalf of the person(s) filing this form.</p> <p>ii. The information furnished above on behalf of the person(s) filing this form is true to the best of the person(s)' knowledge.</p>																						

<p>Name</p> <p>Signature</p> <p>Date (DD/MM/YYYY)</p>	<input data-bbox="552 165 1366 228" type="text"/> <input data-bbox="552 268 992 385" type="text"/> <input data-bbox="552 416 935 479" type="text"/>
<p>No. of Extra Sheets Attached to this Form</p>	<input data-bbox="552 528 750 591" type="text"/> sheet(s)

**SINGAPORE
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FORM D 9

**APPLICATION TO REGISTER PARTICULARS OF
TRANSACTION AFFECTING RIGHTS IN A REGISTERED
DESIGN
NOTICE OF TRANSACTION RELATING TO AN APPLICATION
FOR REGISTRATION OF A DESIGN**

This form will take about 8-10 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing*
- b. *A separate form should be used for each design.*
- c. *This form when completed should be filed with the prescribed fee.*
- d. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- e. *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.*
- f. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars on record of current applicant for registration / registered owner.
Name

Address

PART 5 Particulars of person(s) making this application

Name

Address

Telephone

Fax

Kind of incorporation (Constitution Type) / Individual

Country of incorporation / Citizenship

State of incorporation

(If applicable)

PART 6 State the type of transaction

(please select one only)

Assignment
(Please fill in Parts 7, 8, 11, 12, 13)

License
(Please fill in Parts 7, 8, 9, 10, 13)

Security Interest (Mortgage)
(Please fill in Parts 7, 8, 9, 10, 13)

Others (Please Specify)

PART 7 Date of transaction : _____
Date Month Year

PART 8 Give full particulars of the transaction, instrument or event under which rights are acquired or which affects rights in the registered design(s) or the application(s) for registration, including the names of the parties.

PART 9 Particulars of licensee/mortgagee
Name

Address

Telephone

Fax

Kind of incorporation (Constitution Type) / Individual

Country of incorporation / Citizenship

State of incorporation
(If applicable)

Part 10 Name of agent for licensee/mortgagee
(if applicable)

Address for Service

Telephone

Fax

Part 11 Please select 1 of the following boxes:

- (i) This application is signed by or on behalf of all relevant parties
(If this box is selected, please fill in Part 12A & 12B of this form)
- (ii) A certified copy of the documentary evidence or a statutory declaration
establishing the transaction is attached.

Part 12A *Note*

Fill in this part only if box 11 (i) of this form is selected.

Provide below the signatures for the authorisation to the change in ownership*

Signature of Current Registered Owner/
Applicant For Registration*
(or his or her representative or agent if so authorised)

Status of signatory

Name (block letters)

Date

Date Month Year

Part 12B Signature of Subsequent Registered Owner /
Applicant For Registration *
(or his or her representative or agent if so authorised)

Status of signatory

Name (block letters)

Date

Date Month Year

PART 13 Name of Agent
(if applicable)

Address for Service

Telephone

Fax

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

**SINGAPORE
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FORM D 9

**APPLICATION TO REGISTER PARTICULARS OF
TRANSACTION AFFECTING RIGHTS IN A REGISTERED
DESIGN
NOTICE OF TRANSACTION RELATING TO AN APPLICATION
FOR REGISTRATION OF A DESIGN**

This form will take about 8-10 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing*
- b. *A separate form should be used for each design.*
- c. *This form when completed should be filed with the prescribed fee.*
- d. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- e. *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.*
- f. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars on record of current applicant for registration / registered owner.
Name

Address

PART 5 Particulars of person(s) making this application

Name

Address

Telephone

Fax

Kind of incorporation (Constitution Type) / Individual

Country of incorporation / Citizenship

State of incorporation

(If applicable)

PART 6 State the type of transaction

(please select one only)

Assignment
(Please fill in Parts 7, 8, 11, 12, 13)

License
(Please fill in Parts 7, 8, 9, 10, 13)

Security Interest (Mortgage)
(Please fill in Parts 7, 8, 9, 10, 13)

Others (Please Specify)

PART 7 Date of transaction : _____
Date Month Year

PART 8 Give full particulars of the transaction, instrument or event under which rights are acquired or which affects rights in the registered design(s) or the application(s) for registration, including the names of the parties.

PART 9 Particulars of licensee/mortgagee
Name

Address

Telephone

Fax

Kind of incorporation (Constitution Type) / Individual

Country of incorporation / Citizenship

State of incorporation
(If applicable)

Part 10 Name of agent for licensee/mortgagee
(if applicable)

Address for Service

Telephone

Fax

Part 11 Please select 1 of the following boxes:

- (i) This application is signed by or on behalf of all relevant parties
(If this box is selected, please fill in Part 12A & 12B of this form)
- (ii) A certified copy of the documentary evidence or a statutory declaration
establishing the transaction is attached.

Part 12A *Note*

Fill in this part only if box 11 (i) of this form is selected.

Provide below the signatures for the authorisation to the change in ownership*

Signature of Current Registered Owner/
Applicant For Registration*
(or his or her representative or agent if so authorised)

Status of signatory

Name (block letters)

Date

Date Month Year

Part 12B Signature of Subsequent Registered Owner /
Applicant For Registration *
(or his or her representative or agent if so authorised)

Status of signatory

Name (block letters)

Date

Date Month Year

PART 13 Name of Agent
(if applicable)

Address for Service

Telephone

Fax

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

**SINGAPORE
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FORM D10

**APPLICATION TO AMEND PARTICULARS OF A
TRANSACTION REGISTERED UNDER SECTION 34 OF THE
REGISTERED DESIGNS ACT (CHAPTER 266)**

This form will take about 8-10 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing.*
- b. *A separate form should be used for each design.*
- c. *If an amendment is made to the name of the assignee/mortgagee/licensee/etc, please lodge supporting documents to show that there has not been a change in the legal entity.*
- d. *This form when completed should be filed with the prescribed fee.*
- e. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- f. *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.*
- g. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of applicant for registration/registered owner

Name

Address

PART 5 Particulars of applicant for amendment

(If the applicant for amendment is the applicant for registration or registered owner, you do not need to fill in this portion)

Name

Address

PART 6 State the transaction that is to be amended

(please select one only)

Assignment

License

Security Interest
(Mortgage)

Others (please specify)

PART 7 Give details of the amendment

PART 8 Name of agent
(if applicable)

Address for service

Telephone

Fax

Signature _____

Date Month Year

Name _____
(in block letters)

Official capacity of signatory

PART 6 The person(s) making this application for cancellation is the:
(please select one only)

Registered owner

Licensee

Mortgagee

Others (please specify)

PART 7 Explain the nature of the claim to be cancelled.

PART 8 Specify the documents filed in support of this application

PART 9 If you wish to cancel any claim as mortgagee or licensee and you are not the registered owner, the registered owner (or his representative) must sign here.

Signature _____

Name _____

PART 10 Name of agent
(if applicable)

Address for service

Telephone

Fax

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

**SINGAPORE
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REGISTERED DESIGNS RULES**

FORM D 12

NOTICE TO SURRENDER REGISTRATION

This form will take about 5-7 minutes to complete.

General Instructions

- a. *Only the registered owner of a design may surrender the registration. The registration may be surrendered in respect of all the articles for which the design is registered, or any of them.*
- b.
- c. *This form should preferably be typewritten to assist in processing.*
- d. *A separate form should be used for each design.*
- e. *This form when completed should be filed with the prescribed fee.*
- f. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- g. *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.*
- h. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of registered owner

Name

Address

PART 5 Name the articles in respect of which the design is surrendered

PART 6 State particulars of any person(s) having an interest in the registered design
Name

Address

PART 7 Type of interest

PART 8 Name of agent
(if applicable)

Address for service

Telephone

Fax

PART 9

Declaration

(please tick the appropriate box)

I confirm that there are no persons having any interest in the design.

I confirm that the person(s) named in Part 6 has/have been informed of the intended surrender 3 months prior to this form being filed and

(a) is/are not affected by the surrender; or

(b) consents/consent to the surrender.

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

PART 5 Particulars of applicant for revocation

Name

Address

PART 6 Name of agent
(if applicable)

Address for service

Telephone

Fax

PART 7 Grounds of Revocation (please refer to section 27 of the Act and see note “a” in the *General Instructions*)

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

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FORM D 14

COUNTER-STATEMENT

This form will take about 3-5 minutes to complete.

General Instructions

- a. A statement supporting the counter-statement, together with this form should be filed in duplicate.*
- b. This form should preferably be typewritten to assist in processing.*
- c. A separate form should be used for each design.*
- d. This form when completed should be filed with the prescribed fee.*
- e. If there is not enough space to fill in any part of this form, please use separate sheets.*
- f. 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.*
- g. Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of registered owner(s)

Name

Address

PART 5 Please provide the following information on a separate sheet of paper:

- (a) details of the grounds on which the registered owner of the design relies to support his registration
- (b) details of any facts alleged to in the Application for Revocation that the registered owner admits to

PART 6 Name of Agent
(if applicable)

Address for service

Telephone

Fax

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

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FORM D15

NOTICE OF APPEARANCE AT HEARING

This form will take about 3-5 minutes to complete.

General Instructions

- a. Please insert "applicant for revocation", "agent for applicant for revocation", "registered owner", "agent for registered owner" as appropriate.
- b. This form should preferably be typewritten to assist in processing.
- c. A separate form should be used for each design.
- d. This form when completed should be filed with the prescribed fee.
- e. Once you have filled in the form, please remember to sign and date it.

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 I, the _____ (*insert status, see note "a" in the General Instructions*), confirm that I will be attending the hearing before the Registrar fixed on

Day

Month

Year

Signature _____

_____ Date Month Year

Name _____

(in block letters)

Official capacity of signatory

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FORM D 16

REQUEST FOR EXTENSION OF TIME

This form will take about 5-7 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing.*
- b. *A separate form should be used for each design.*
- c. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- d. *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.*
- e. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of applicant

Name

Address

PART 5 Particulars of matter for which extension is requested

PART 6 Reason for requiring the extension/reason for the delay

PART 7 Is any person likely to be affected by the extension?

Yes

No

If yes, does he consent to the extension?

Yes

No

PART 8 Name of agent
(if applicable)

Address for service

Telephone

Fax

Signature _____

_____ Date Month Year

Name _____

(in block letters)

Official capacity of signatory

**SINGAPORE
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**FORM D 17 FILING OF ORDER, DECLARATION OR CERTIFICATE OF THE
COURT**

This form will take about 3-5 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing.*
- b. *A separate form should be used for each design.*
- c. *This form when completed should be filed with the prescribed fee.*
- d. *A certified copy of the court order, declaration or certificate **must** be attached to this form.*
- e. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- f. *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.*
- g. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of registered owner(s) appearing on the Register

Name

Address

PART 5 Order, declaration or certificate of the court

Day

Month

Year

PART 6 State details of order, declaration or certificate of the court

PART 7 Name of agent
(if applicable)

Address for service

Telephone

Fax

Signature _____

Date Month Year

Name _____

(in block letters)

Official capacity of signatory

**SINGAPORE
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FORM D19

**REQUEST TO EXTRACT THE REGISTRAR'S
CERTIFICATE OF TAXATION**

This form will take about 5-9 minutes to complete.

General Instructions

- a. *This form should preferably be typewritten to assist in processing.*
- b. *This form when completed should be filed with the prescribed fee.*
- c. *If there is not enough space to fill in any part of this form, please use separate sheets.*
- d. *Once you have filled in the form, please remember to sign and date it.*

PART 1 Your Reference

PART 2 Design No.

PART 3 Class and Subclass

PART 4 Particulars of person making request

Name

Address

Country of
incorporation/
constitution

State of
incorporation
(if applicable)

Signature _____

_____ Date Month Year

Name _____

(in block letters)

Official capacity of signatory