

E-filing of Other Documents in HMG Proceedings (HMG Circular 5/2015 dated 30 June 2015)

This circular should be read together with HMG Circular 4/2015, which covers documents filed by parties in relation to hearings (Statutory Declarations, Written Submissions, Bundles of Authorities and Further Written Submissions). This circular addresses the filing of other documents via the IP²SG system at IPOS.

Parties are encouraged to e-file their forms and correspondence using IP²SG. The advantage of e-filing is that parties have an automatically confirmed filing date, since receipt of the form or correspondence is reflected immediately in the system. IPOS staff will be able to access it immediately. Filing via the Service Bureau may result in some delay due to the time needed to digitise the documents and upload them into IP²SG.

However, if the form or correspondence is not filed under the correct link in the IP²SG system, the filing date cannot be automatically confirmed. The following table sets out the correct links for e-filing of the relevant documents:

S/No.	Item to be E-filed	Description of Form in IP ² SG	File Via	Notes
1.	Notice of Attendance at Hearing	Form HC1	E-filing by way of "Online Filing" → "Forms"	Parties with or without an IP ² SG account may file.
2.	Request to Extract the Registrar's Certificate of Taxation	Form HC2		
3.	Request for Extension of Time to File Documents in Hearings and Mediation Proceedings	Form HC3		
4.	Request for Ex Parte Hearing	Form HC4		
5.	Request for Grounds of Decision for Ex Parte Hearing	Form HC5		
6.	Counter-statement	Form HC6		
7.	Notice of Opposition	Form TM11		
8.	Application for Revocation/ Invalidation/ Rectification	Form TM28		
9.	Request for Extension of Time to File Notice of Opposition	Form TM48		
10.	Reference to the Registrar on the Determination about Entitlement to a Patent before or after Grant	Form PF2		
11.	Application for Revocation of a Patent	Form PF35		
12.	Notice of Opposition (Patents)	Form PF58		
13.	Application for Revocation of the Registration of a Design	Form D13		
14.	Bill of Costs	Bill of Cost		

15.	Marked Bill of Costs	Marked Bill of Cost		
16.	Amended Forms	[None]	E-filing by way of attachment in an ad hoc correspondence	Party without IP ² SG account will have to file via hard copy over the counter.
17.	Amended Statement of Grounds	[None]		
18.	Consent of other party	[None]		
19.	Notification to Registrar	[None]		
20.	Response to Registrar for Pre-hearing Review	[None]		