

Intellectual Property Office of Singapore
Hearings and Mediation Department (“HMD”)
Circular No. 1/2019: Filing of Geographical Indications (“GI”) Documents

Filing of GI Documents

(Circular No. 1/2019, dated 24 May 2019)

This Circular is issued to guide users on the filing of GI documents.

A. Filing Documents with the Registrar

Rule 9 of the GI Rules 2019 (“GIR”) lists the modes to file documents with the Registrar. They are:

- (i) By post;
- (ii) By hand;
- (iii) Where there is no fee payable in respect of the document, by fax¹.

The electronic online system is not available for *filing* GI documents.

B. Submission of Soft Copies for the Registrar’s Electronic Records

In addition to compliance with Rule 9 under (a) above², parties are strongly encouraged to *submit*, via IP²SG³, soft copies of documents filed with the Registrar. Parties could do so by way of attachment under Document Type “Others” in an ad-hoc correspondence for the relevant HMD Case Number where available, or the relevant Application Number. There is no fee for doing so.

Ideally, the soft copies should be submitted via IP²SG at the same time the hard copies are filed with the Registrar.

If soft copies are not submitted, the Registrar will typically follow up with the filers to *submit* soft copies of their GI documents which have been filed under Rule 9 of the GIR.

¹ Note that under Rule 9(7) of the GIR, statutory declarations may not be filed by fax even though there is no fee payable.

² Compliant filing is important to move the process forward with a filing date within the applicable deadline.

³ IP²SG is IPOS’ one-stop electronic portal for conducting Intellectual Property transactions. It is accessible at the URL <https://www.ip2.sg>.

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