

**IN THE REGISTRIES OF PATENTS, TRADE MARKS AND DESIGNS
INTELLECTUAL PROPERTY OFFICE OF SINGAPORE
IP²SG PRACTICE DIRECTION NO. 1 OF 2020**

ELECTRONIC ONLINE SYSTEM (EOS)

This Practice Direction is issued by the Registrar under Rule 96A(3) of the Patents Rules, Rule 78A(3) of the Trade Marks Rules, and Rules 14 and 58A(3) of the Registered Designs Rules to specify the updated practice to be adopted when using the Electronic Online System (EOS) provided by the Registries of Patents, Trade Marks and Designs.

This Practice Direction shall supersede IP²SG Practice Direction No. 2 of 2019. It updates the following:

Effective from 5 June 2020

- 1) New practice for submission of documents that exceed 100MB.
- 2) Removal of Part II Section 9 “Filing Documents via the Service Bureau”. The section is now included in Practice Direction No. 3 of 2020.

Effective from 29 June 2020

- 1) Inclusion of Microsoft Word (DOCX only) as an alternative file format to submit patent specification;
- 2) Removal of repetitions of Patents Rules from Part II Section 5 “Size and Presentation of Electronic Documents (for Patents only)” of IP²SG Practice Direction No. 2 of 2019.
- 3) Removal of repetitions of Patents Rules from Part II Section 6 “Size and Presentation of Drawings in Electronic Form (for Patents only)” of IP²SG Practice Direction No. 2 of 2019.
- 4) Subsumed items under Part II Section 6 “Size and Presentation of Drawings in Electronic Form (for Patents only)” of IP²SG Practice Direction No. 2 of 2019 into Part II Section 5 “Size and Presentation of Electronic Documents (for Patents only)” of this Practice Direction for streamlining purposes.
- 5) Addition of items under Part II Section 5 “Size and Presentation of Electronic Documents (for Patents only)” of this Practice Direction.

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Dated this 2nd day of June 2020



WOO YEW CHUNG
DEPUTY REGISTRAR
REGISTRIES OF PATENTS, TRADE MARKS AND DESIGNS

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PART I INTRODUCTION

1. Citation

These directions may be cited as the IP²SG Practice Direction No. 1 of 2020.

2. Commencement

The effective date of the new practice is 5 June 2020, with the exception of the inclusion of Microsoft Word (DOCX format) as an alternative file format to submit patent specification, where the effective date will be 29 June 2020.

PART II ELECTRONIC FILING AND SERVICE

1. The Electronic Online System (EOS)

- (1) The Registries of Patents, Trade Marks and Designs established an electronic online system (“EOS”) for conducting Intellectual Property (IP) transactions as specified in the respective IP Rules.
- (2) Unless otherwise directed by the Registrar, transactions shall be made by electronic transmission via the EOS.
- (3) The service allowing transactions via the EOS is accessible at the URL <https://www.ip2.sg> and is commonly referred to as IP²SG.
- (4) A person or entity may apply to be registered as an Account Holder via the authenticated login modes (eg. SingPass or CorpPass) catered for under the EOS.
- (5) Use of the EOS is governed by the Terms and Conditions, notices, directions or instructions as may be issued by the Registrar from time to time. These can be found at the URL above.

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2. Forms or Requests to be Submitted Using the EOS

(1) Unless the Registrar directs otherwise, an Account Holder can submit the following forms or requests using the EOS -

Patents	PF1, PF2, PF7, PF8, PF9, PF10, PF11, PF11A, PF11B, PF11C, PF12, PF12A, PF12B, PF13, PF13A, PF14, PF15, PF17, PF19, PF20, PF28, PF35, PF36, PF37, PF38, PF45, 46, 47, PF45A, PF53, PF54, PF56, PF57, PF58, CM1, CM2, CM3, CM4, CM6, CM7, CM8, CM9, CM10, CM12, HC1, HC2, HC3, HC4, HC5, HC6, Evidence by Initiator, Evidence by Respondent, Evidence in Reply by Initiator, Written Submissions & Bundle of Authorities, Bill of Cost, Marked Bill of Cost, National Security Clearance under Section 34
Designs	D3, D5, D8, D13, CM1, CM2, CM3, CM4, CM5, CM6, CM7, CM8, CM9, CM10, CM12, CM13, HC1, HC2, HC3, HC4, HC5, HC6, Evidence by Initiator, Evidence by Respondent, Evidence in Reply by Initiator, Written Submissions & Bundle of Authorities, Bill of Cost, Marked Bill of Cost
Trade Marks	TM4, TM8, TM10, TM11, TM19, TM27, TM28, TM48, MM2, MP1, MP2, CM1, CM2, CM3, CM4, CM5, CM6, CM7, CM8, CM9, CM12, CM13, HC1, HC2, HC3, HC4, HC5, HC6, Evidence by Initiator, Evidence by Respondent, Evidence in Reply by Initiator, Written Submissions & Bundle of Authorities, Bill of Cost, Marked Bill of Cost

(2) The allowable format for submission of other documents such as attachments to the EOS forms are as follows -

Format	Documents	Image representation	Colour
IP			
Patents	docx, pdf, txt (sequence listing only)	NA	black/white or greyscale
Designs	pdf	jpg, jpeg	no colour restriction
Trade Marks	doc, docx, pdf	jpg, jpeg, bmp, tiff, tif	no colour restriction

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3. Modes of Electronic Payment of Fees and Charges

- (1) Where the relevant EOS Form and accompanying document are submitted via the EOS by electronic transmission, unless otherwise expressly allowed, payment shall be made at the time of submitting the documents.
- (2) Unless otherwise approved by the Registrar, payment of fees for all transactions, including those that do not involve submission of EOS forms, shall be made via the EOS.
- (3) Payment via the EOS are effected by Inter-Bank GIRO, Visa/MasterCard credit or debit cards or Internet Banking.
- (4) Receipt and tax invoice will be generated and issued via the EOS upon successful completion of the transactions.

4. Limits on the Size of Documents Submitted Using the EOS

- (1) The size of documents uploaded in the electronic form cannot exceed 100 megabytes.
- (2) Accompanying documents exceeding 100 megabytes should be split into parts not exceeding 100 megabytes and each part should be filed by ad-hoc correspondence in respect of the relevant application or case number via the EOS. However, if the number of parts exceeds 3, please contact IPOS for further directions before you split and file the attachment(s).

5. Size and Presentation of Electronic Documents (for Patents only)

Separate Electronic Files

- (1) Unless otherwise provided, where the following documents are being submitted, they shall be submitted as separate electronic files:
 - a. the description together with the claims (if available);
 - b. the drawings;
 - c. the abstract;
 - d. non-English specifications and abstract (of the international application entering the Singapore national phase);
 - e. foreign search report (of a corresponding application);
 - f. international search report (of a corresponding international application);
 - g. international preliminary report on patentability;
 - h. cited documents;
 - i. English translation of non-English language documents and a copy of the verification document of the translation;
 - j. copy of the certified copy of documents (for example, patent grant); and

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- k. documents setting out the final results of the search and examination as to substance;
- l. copy of statutory declaration, including any annexes and attachments; and
- m. supporting documents or evidence.

(2) If there is sequence listing to be provided, it can either be included to form a part of description or it can be submitted as a separate electronic file. If the sequence listing is intended to form part of the description, it should be placed immediately after the description and before the claims.

(3) In the single electronic document file which contains the description and the claims, the visual representation shall be such that the claims shall follow the description and commence on a new page.

General Layout

- (4) The visual representation of all documents shall be clear.
- (5) All documents shall have a document page setup of A4 size and is in portrait orientation.
- (6) The documents shall be in a white background with black text.
- (7) As far as possible, the functions available in Microsoft Word shall be used for formatting purposes. Examples of such functions include indent, symbols, bullet library for lists and page breaks.

Margins

- (8) The minimum margin settings of the page setup of the electronic documents containing the description, the claims, the abstract and drawings, shall be as follows:
 - a. top: 2.0 cm;
 - b. left side: 2.5 cm;
 - c. right side: 2.0 cm; and
 - d. bottom: 2.0 cm.
- (9) The margins of the documents referred to in paragraph 5(1), when submitted, and of any replacement documents, shall be completely blank.

Font

- (10) The characters shall have a font size of at least 10 points and is in one of the following font types:
 - a. Arial;
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- b. Arial Black;
- c. Arial Narrow;
- d. Arial Rounded Mt;
- e. Courier New or
- f. Times New Roman.

Headings

(11) Each section and sub-section of the patent specification shall start with a relevant heading.

a. Sections

S/No.	Section	Heading
1	Description	Description
2	Claims	Claim Claims
3	Abstract	Abstract
4	Drawing	Drawing Drawings
5	Sequence Listing	Sequence Listing

b. Sub-sections

S/No.	Sub-section (not limited to)	Heading
1	Reference to Related Applications (if applicable)	Reference to Related Applications Reference to Related Patents Related Applications Cross References Cross Reference
2	Technical Field	Technical Field Field of Invention Field of the Invention Technical Field of Invention Technical Field of the Invention

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S/No.	Sub-section (not limited to)	Heading
3	Background Art	Background Background Art Background of Invention Background of the Invention Prior Art
4	Disclosure of the Invention	Disclosure Summary Disclosure of Invention Disclosure of the Invention Summary of Invention Summary of the Invention Brief Statement of The Invention Object of The Invention Object and Summary of The Invention
5	Brief Description of the Drawings	Brief Description of Drawings Brief Description of the Drawings Description of the Drawings Drawing Description
6	Detailed Description	Description Detailed Description Description of the Embodiments Description of Embodiments of the Invention
7	Industrial Application	Industrial Applicability

(12) The patent specification may contain sections or sub-sections in addition to those indicated in paragraph 5(11). Each section or sub-section shall begin with a relevant heading.

(13) The headings shall be in bold and in one line without any other text or image.

(14) There shall be at least a blank line spacing between the heading and the subsequent paragraph.

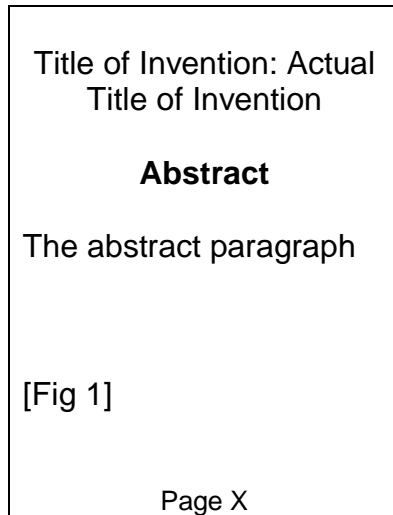
Title of Invention

(15) The indication of the Title of the Invention shall follow the following format: Title of the Invention: [Actual Title on the Invention].

(16) If there is an indication of the Title of the Invention in the Abstract, it shall be placed above the heading "Abstract".

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Example:



Page Numbering

(17) In the application,

- a. all pages in the description, claims and abstract shall, when submitted, be numbered consecutively;
- b. for drawings, when submitted, be numbered consecutively as a separate series; and
- c. for sequence listing, when submitted, regardless of whether it forms part of the description or for reference shall be numbered independently.

(18) The page numbering referred in paragraph 5(17) shall be in Arabic numerals placed at the top or bottom of the page, in the middle, but not in the top or bottom margin.

Paragraph Numbering

(19) If the paragraphs are numbered, it shall be preferably numbered in the following format: [0001], [0002] etc...

Claim Numbering

(20) All claims shall be numbered in the following format: [Claim N], where N stands for a number.

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Drawing Numbering

(21) All drawings shall be numbered in the following format: [Fig. N], where N stands for a number.

(22) References to drawings in the specification shall be indicated in the same format as paragraph 5(21).

Numbering of all other captions

(23) All captions shall be in the following format: [XXX N], where XXX stands for a label and N stands for a number. Example: [Table 1], [Math. 1]

Format of images placed in the documents

(24) If images are to be placed in the documents, the image file shall be in one of the following formats:

- a. JPG;
- b. JPEG;
- c. PNG or
- d. TIFF.

Non-Compliance

(25) Non-compliance with this section (Part II Section 4) may be authorised by the Registrar if the authenticity of the content is not in question and the requirements for good reproduction are not in jeopardy.

6. Amendment or Correction of Documents (for Patents only)

(1) Pursuant to Rules 46(3B), 48(4), 52(10) and 91(1C) of the Patents Rules, the procedure for amending or proposing to amend, as the case may be, the description, claims, drawings, or abstract with a Patents Form 13, Patents Form 13A or Patents Form 17 or correcting an error in any document other than a form with a Form CM4 is as follows:

- a. the relevant EOS Patents Form shall be accompanied by
 - (i) a copy of the document with the amendment, proposed amendment or correction, as the case may be, indicated therein in the following manner:
 - (1) by striking through any text, figure or other matter to be replaced or deleted; and
 - (2) by underlining any replacement text, figure or other matter; (collectively, the “marked-up copy”); and

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- (ii) a copy of the amended, proposed to be amended or corrected document without editing notations (the “clean copy”).
- b. the following examples illustrates the acceptable formats of the marked-up copy and clean copy referred to in paragraph 6(1)(a):

Example 1:

Original	Marked-up copy	Clean copy
aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa 10	aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaa <u>bbbbbaa</u> aaaaa 10	aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa bbbbbbaaaaaa 10

Example 2:

Original	Marked-up copy	Marked-up copy
aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa 10	aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaa <u>bbbbbbb</u> bbbbbbbbbbbaa 10	aaaaa 10a
	Clean copy	
	aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa bbbbbbbbbbbaa bbbbbbaaaaaa 10	

- c. where the amendment or correction of paragraph 6(1) pertains to claims, the marked-up copy and clean copy of the full set of claims shall be submitted.
- d. In the event of a discrepancy between the clean copy and marked-up copy, the clean copy would be relied upon.

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(2) The procedure in paragraph 6(1) shall apply regardless of whether a document is being amended or corrected for the first time or re-amended or re-corrected respectively, following earlier amendments or corrections.

7. Pagination and Paragraph Numbering of Amended or Corrected Documents (for Patents only)

(1) For documents which have been amended or corrected, pagination of the amended or corrected document shall correspond with the original document, with any new pages generated by the changes paginated with alphabet characters. For example, if page 3 of the patent description is amended and the changes causes text to shift over to subsequent pages. Subsequent pages created by the amendment may be numbered page 3A, 3B... 3Y, 3Z, 3AA, 3AB etc. Text on page 4 shall begin with the original text.

(2) Similarly, if paragraphs are numbered and if new paragraphs are to be inserted, then the new paragraphs shall be allocated the same number as preceding paragraph followed by an alphabet. For example, paragraphs following paragraph [0005] shall be numbered [0005a], [0005b] etc.

8. Size and Mode of Representations in Electronic Form (for Designs only)

Mode of Representations

(1) The representation of the submitted design (or, where there is more than one view filed as the representation of the submitted design, the representation of each view of the design) shall be either in the form of photographs or drawings which should be visually clear, of good quality and be suitable for reproduction. Because the application shall contain a clear representation of the design, the submitted views of the design shall be either in the form of photographs, or in the form of drawings, and shall not be in the form of both photographs and drawings.

(2) If the representations of the submitted design consist of photographs, the photographs shall be clear original prints. If the application is filed via the Service Bureau, the photographs submitted shall be mounted on good quality A4 size paper.

(3) All photographs shall be of matte finish and shall show the article against a plain contrasting background. Any extraneous articles that are not intended to form part of the design shall be excluded.

(4) If the representations submitted consist of drawings, these drawings must be accurately drawn on good quality A4 sized white paper and the drawings must be of well-defined, even, black lines. Rough-hand sketches are not acceptable.

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(5) For applications filed via the EOS, the image files must be in JPG or JPEG format only. The image file name should not contain any spaces or special characters.

Views of Representations

(6) The drawings or photographs should contain a sufficient number of views to completely disclose the appearance of the claimed design, for example, front, rear, right and left sides, top and bottom views.

(7) Cross section views of the design should not be submitted unless it is to clearly show the appearance and shape of three-dimensional designs.

Number of Views

(8) Each application shall, as far as possible, contain up to 10 different views of the design. Where more than 10 views are provided, the Registry may disregard the additional views lodged.

(9) Each view shall be presented on individual sheets of A4 sized paper. Similarly, for applications filed via the EOS, each view is to be submitted as one image file. The Registry will accept the views in the consecutive order that they are provided by the applicant.

(10) If the application is for a design which is to be applied to a set of articles, a set of non-physical products or a set of articles and non-physical products, the view selected for publication shall show the design as applied to all the items (articles and/or non-physical products) that are in the set. For example, if the application is for a set of jewellery consisting of a pendant, a ring and a bangle, these three items must be shown within the view selected for publication.

Dimensions of Views

(11) The dimensions for each of the views of the design should not exceed 13 cm x 15 cm, and should not be smaller than 3 cm x 3 cm.

(12) In the case of a set of articles, a set of non-physical products, or a set of articles and non-physical products, where the view selected for publication shows all the items that are in the set (articles and/or non-physical products), the dimension of this view selected for publication should also not exceed 13 cm x 15 cm.

(13) For applications filed via the EOS, the total file size of all the images and the attachments submitted should not exceed 100 MB.

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Labelling the Views

- (14) The views may be labelled numerically such as “Fig. 1”, “Fig. 2” or include terms such as “Perspective view” or “View of one side”.
- (15) The labels should not include dimensions, wordings that describe all or parts of the design, or elements of any trade mark.
- (16) To protect a design which only applies to a part or parts of an article, clearly identify the part or parts of the article in solid lines. The parts for which protection is not claimed may be indicated by means of broken or stippled lines, or shaded portions. Broken or stippled lines and/or shaded portions are for illustrative purposes only.
- (17) Images labelled as “Reference View” are also for illustrative purposes only. Reference views may, for example, show the design in use. Where an applicant indicates that a view is a “Reference View”, the applicant is indicating that that view is not to be taken into consideration in determining the design for which protection is claimed.

9. Transfer of Ownership, Licence or Security Interest

- (1) Pursuant to Rule 57(3) of the Patents Rules, Rule 55(3) of Trade Marks Rule, Rule 37(2AA) of the Registered Designs Rules, an application for registering, amending or terminating a licence with Form CM6, registering, amending or terminating a security interest with Form CM7 or registering a transfer of ownership with Form CM8 shall be authorised by all relevant parties. An acceptable validation method for such applications filed by such means of the EOS is via authenticated login modes catered for under the EOS.

10. Hard Copies of Electronic Documents

- (1) The Registrar may, at his discretion, request hard copies of any documents submitted electronically.
- (2) Upon such request, the addressee shall furnish hard copies of the relevant documents at the venue specified by the Registrar —
- a. within the specified time frame; or
 - b. in any event within seven working days of the request, if no time frame is specified.
- (3) The Registrar may also direct that any or all documents shall be submitted in hard copy instead of using the EOS for such period or periods as he in his discretion thinks fit.

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11. Resubmission of Electronic Documents while Retaining the Date of Receipt

- (1) In the event that electronic documents sent to the Registry are inaccessible, the documents will have to be resubmitted in the electronic format as specified in this Practice Direction.
- (2) To retain the original date of receipt of the initial submission of electronic documents, unless otherwise directed by the Registrar, the applicant shall have to submit a statutory declaration prepared in accordance with Section 11 of the Oaths and Declaration Act (Cap 211) to the Registry.
- (3) The statutory declaration in paragraph 11(2) shall state explicitly and declare that the contents of the resubmission of electronic documents are exactly the same as the documents submitted on the original date of receipt.
- (4) Where the electronic documents are inaccessible and the applicant does not resubmit an accessible set of the documents in the electronic format as specified in this Practice Direction, the submission is treated as not having been made.
- (5) Where the electronic documents are inaccessible and the applicant resubmits an accessible set of the documents in the electronic format as specified in this Practice Direction, but does not satisfy the Registrar that the contents of the resubmission of the electronic documents are exactly the same as the documents submitted in the original submission, the date of receipt of the documents shall be taken to be the date of receipt of the resubmission.

12. Electronic Communications

- (1) Unless otherwise specified by the Registrar, electronic communication via EOS shall be the primary means through which correspondence are sent, received and exchanged between the Account Holder and the Registrar.
- (2) All correspondence made available to the Registrar through the account and that is received or retrieved by the Registrar through the account shall be deemed to have been duly authorised by the Account Holder.
- (3) Any correspondence that is to be sent by the Registrar under the Patents, Trade Marks and Registered Designs Acts and Rules shall be deemed to be duly sent to the Account Holder if such correspondence has been made available through the account in the EOS.

13. Emergency Procedures When EOS is Unavailable for Extended Periods

- (1) In the event that the EOS is unavailable for extended periods (e.g., due to failure of the EOS server), a message will be placed on the IPOS website and IP²SG website, and communicated to IP²SG Account Holders. Applicants are to abide by the alternative filing

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modes prescribed in the latest Practice Directions on alternative filing modes and service of documents.

(2) IPOS may issue correspondence (via the EOS, email or post) containing instructions and stipulated time frames in response to applications submitted via alternative filing modes. Applicants are to abide by the instructions set out in these correspondences, where applicable.

(3) For applications to register a trade mark, collective mark or certification mark via Form TM4, applicants shall adhere to the instructions and alternative filing mode set out in the message communicated by IPOS. Unless the Registrar directs otherwise, applications submitted using the manual Form TM4 (hard copy or soft copy submissions) will not be eligible for the lower filing fee.

(4) Service Bureau charges and other related manual filing fees will not be applicable during the period of EOS unavailability.

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