

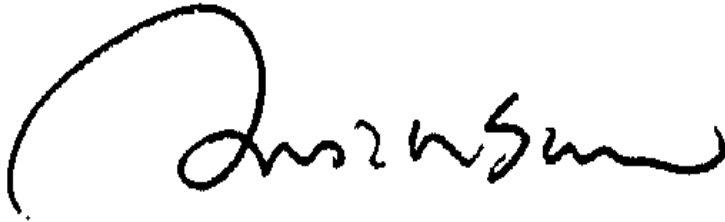
**IN THE REGISTRY OF PATENTS
INTELLECTUAL PROPERTY OFFICE OF SINGAPORE
PRACTICE DIRECTION NO. 2 OF 2014**

ELECTRONIC ONLINE SYSTEM (EOS)

This Practice Direction is issued by the Registrar under Rule 96A(3) of the Patents Rules, to specify the practice to be adopted when using the Electronic Online System (EOS) provided by the Registry of Patents.

This Practice Direction shall come into effect on 14th February 2014 and it shall replace Practice Direction No. 1 of 2010.

Dated this 4th day of February 2014.

A handwritten signature in black ink, appearing to read 'Tan Yih San', with a large, sweeping initial flourish on the left side.

TAN YIH SAN
REGISTRAR
REGISTRY OF PATENTS

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PART I INTRODUCTION

1. Citation

These directions may be cited as the Practice Direction No. 2 of 2014.

2. Commencement

This Practice Direction shall come into effect on 14 February 2014.

PART II ELECTRONIC FILING AND SERVICE

1. The Electronic Online System

(1) The Registry of Patents has established an electronic online system (“EOS”) for conducting certain patent transactions as specified in the Patents Rules.

(2) Transactions via the EOS shall be made in one of 3 ways:

- a. by electronic transmission; or
- b. by portable media; or
- c. with the assistance of the service bureau.

(3) The service allowing transactions via the EOS by electronic transmission or by portable media service is accessible at the URL <https://ip2sg.ipos.gov.sg> and is commonly referred to as IP²SG.

(4) A person may apply to be registered as an Account Holder.

(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.

2. Transactions to be made using the EOS

(1) Subject to the Registrar’s directions otherwise, the transactions to be made using the EOS are set out in the First Schedule.

(2) Documents other than the EOS Patents Forms must be converted into the electronic format known as the Portable Document Format (PDF).

(3) Documents converted into PDF shall be black-and-white or grayscale electronic documents.

3. Modes of Electronic Payment of Fees and Charges

(1) Where the relevant EOS Patents 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 required in EOS transactions shall be made by electronic means. The Registrar may, in any case, waive the requirement for the payment to be effected by electronic means, on such terms and conditions as he deems fit.

(3) Payment via electronic means for EOS transactions by electronic transmission are effected by IBG, eNETS Debit Card, Mastercard or VISA Credit Card.

(4) Receipt for the submission of the documents and payment, shall be generated and issued via the EOS, only on successful complete transmission.

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

(1) The size of a single submission by electronic transmission via the internet cannot exceed 100 megabytes.

(2) In the event the limit under paragraph (1) is exceeded for Patents Form 1, 12, 13, 14, 17, 37, 56 and Form CM4, the applicant can proceed to submit the electronic form via EOS and follow up with the attachment via portable media.

(3) In the event the limit under paragraph (1) is exceeded for other forms, the applicant shall make a request in writing to the Registrar to allow the form and documents to be submitted with the assistance of the service bureau with a waiver of the service bureau fees.

(4) In considering the request in subparagraph (3), the Registrar may at his discretion, approve the request or otherwise direct the manner by which the submission is to be made.

5. Size and Presentation of Electronic Documents

(1) All documents (including drawings) making up an application for a patent or replacing such documents shall be in the English language.

(2) Unless otherwise provided, where the following documents are being submitted, they shall be submitted in separate electronic files for submission:

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

(3) All documents shall be so presented as to permit direct reproduction by electronic or electrostatic processes in an unlimited number of copies.

(4) The visual representation of all documents shall be clear.

(5) All documents shall be stored electronically, with a document page setup in A4 size (29.7 cm x 21 cm).

(6) Each page of the documents (other than drawings referred to in subparagraph (1)) shall be viewable electronically with its short sides at the top and bottom (upright position) of the page.

(7) In the single electronic document file where the description and claims are stored, the visual representation shall be such that the claims shall follow the description and commence on a new page.

(8) The minimum margin settings of the page setup of the electronic documents containing the description, the claims, and the abstract, 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 subparagraph (1), when submitted, and of any replacement documents, shall be completely blank.

(10) In the application, except in the drawings —

- a. all pages comprising the request shall, when submitted, be numbered consecutively; and
- b. all other pages shall, when submitted, be numbered consecutively as a separate series, and all such numbering 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.

(11) All pages of drawings contained in the application shall be numbered consecutively as a separate series.

(12) Such numbering 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.

(13) Every document (other than drawings) referred to in subparagraph (1) shall have a document page setup of a white background with black text and at least 1 blank line spacing and the characters shall be of a size where the capital letters are not less than font size of 6 point.

(14) The description, claims and abstract shall not contain drawings.

(15) The description, claims and abstract may contain chemical or mathematical formulae.

(16) The description and the abstract may contain tables.

(17) The claims may contain tables only if their subject-matter makes the use of tables desirable.

(18) In all documents referred to in subparagraph (1), units of weights and measures shall be expressed in terms of the metric system.

(19) If a different system is used, they shall also be expressed in terms of the metric system.

(20) In all documents referred to in subparagraph (1), temperatures shall be expressed in degrees Celsius.

(21) For the other physical values, the units recognised in international practice shall be used, for mathematical formulae the symbols in general use, and for chemical formulae the symbols, atomic weights and molecular formulae in general use, shall be employed.

(22) In general, use shall be made of technical terms, signs and symbols generally accepted in the field in question.

(23) If a formula or symbol is used in the specification, a copy thereof, prepared in the same manner as drawings, shall be furnished if the Registrar so directs.

(24) The terminology and the signs shall be consistent throughout the application.

(25) All documents shall be reasonably free from deletions and other alterations, overwritings and interlineations and shall, in any event, be legible.

(26) Non-compliance with this paragraph 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. Size and Presentation of Drawings in Electronic Form

(1) Drawings forming part of an application for a patent shall be stored electronically, with a document page setup of A4 (29.7 cm x 21 cm).

(2) The pages shall not contain frames around the usable or used area of the electronic document page.

(3) The minimum margins settings of the page setup of the electronic document containing the drawings, shall be as follows:

- a. top: 2.5 cm;
- b. left side: 2.5 cm;
- c. right side: 1.5 cm; and
- d. bottom: 1.0 cm.
- e.

(4) The margins, when submitted, shall be completely blank.

(5) Drawings shall be executed as follows:

- a. in black, sufficiently dense and dark, uniformly thick and well-defined lines and strokes to permit satisfactory reproduction;
- b. cross-sections shall be indicated by oblique hatching which shall not impede the clear reading of the reference signs and leading lines;
- c. the scale of the drawings and the distinctiveness of their graphical execution shall be such that if the electronic document is printed on A4 sized paper, a photographic reproduction of that sheet with a linear reduction in size to two thirds would enable all details to be distinguished without difficulty. If, as an exception, the scale is given on a drawing, it shall be represented graphically;
- d. all numbers, letters and reference lines, appearing on the drawings, shall be simple and clear and brackets, circles and inverted commas shall not be used in association with numbers and letters;
- e. each element of each figure shall be in proper proportion to each of the other elements in the figure, except where the use of a different proportion is indispensable for the clarity of the figure;
- f. the height of the numbers and letters shall not be less than font size of 9 point and for the lettering of drawings, the Latin and, where customary, the Greek alphabets shall be used;
- g. the same page of drawings may contain several figures; where figures drawn on 2 or more pages are intended to form one whole figure, the figures on the several pages shall be so arranged that the whole figure can be assembled without concealing any part of the partial figures; and the different figures shall be arranged without wasting space, clearly separated from one another and shall be numbered consecutively in Arabic numerals, independently of the numbering of the pages;
- h. reference signs not mentioned in the description or claims shall not appear in the drawings, and vice versa; and the same features, when denoted by reference signs, shall throughout the application, be denoted by the same signs;
- i. the drawings shall not contain textual matter, except, when required for the understanding of the drawings, a single word or words such as “water”, “steam”, “open”, “closed”, “section on AA”, and in the case of electric circuits and block schematic or flow sheet diagrams, a few short catchwords; and

- j. the drawings shall be numbered in accordance with subparagraphs (11) and (12) of the "Size and Presentation of Electronic Documents" paragraph of this Practice Direction.

(6) Flow sheets and diagrams shall be considered drawings for the purposes of submission.

7. Amendment or Correction of Documents

(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 a copy of the document with the amendment, proposed amendment or correction, as the case may be, indicated therein in the following manner:

- (i) by striking through any text, figure or other matter to be replaced or deleted; and
- (ii) by underlining any replacement text, figure or other matter;

(b) for avoidance of doubt, a clean copy of the amended, proposed to be amended or corrected document need not be produced, only the marked up document prepared in accordance with subparagraph (1)(a) is required.

(2) The procedure in subparagraphs (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.

8. Pagination of Documents

(1) Every single page of a document shall be paginated so that the pagination on the actual document (which is subsequently converted to PDF) corresponds with the pagination of the document submitted through the EOS.

(2) 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.

9. Transfer of Ownership, Licence or Security Interest

(1) Pursuant to Rule 57(3) of the Patents Rules, the procedure 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 is as follows:

(a) validation by Singpass on behalf of the licensor for the licence or the grantor for the security interest or assignor for the assignment in the case of Form CM6 or 7 or 8 respectively.

10. Filing Documents on Portable Media

(1) Where the relevant documents accompanying Patents Form submitted via the EOS is submitted on portable media, the submission shall be stored on either of the following portable media:

- (a) recordable compact discs ("CDR"); or
- (a) recordable digital versatile disk ("DVDR").

(2) All electronic files submitted on portable media shall be named in accordance with the First Schedule. For example, attachments filed with Patents Form 1 shall be named Description with claim(s), Description without claim(s), Abstract, Drawing(s) or Cover letter as the case may be.

(3) For submissions on portable media, unless otherwise directed by the Registrar, all documents stored on each piece of portable media shall relate to the same patent application. For avoidance of doubt, submissions relating to different patent applications shall be stored on separate pieces of portable media.

(4) The applicant shall ensure that the CDR or DVDR is prepared as a single session data disc when storing the electronic files onto CDR or DVDR.

(5) The portable media shall be labelled accordingly by applying a self adhesive label to the portable media and ensuring that the following details have been written in indelible ink or printed onto the label:

- (a) Subject: IP²SG submission
- (b) name of the account holder (where available);
- (b) name of the electronic files stored on the portable media;
- (c) the e filing reference number (where available);
- (d) the patent application number (where available); and
- (d) the applicant's own reference number (where available).

(6) Where the relevant documents accompanying Patents Form submitted via the EOS is submitted on portable media, a printed copy of the receipt in paragraph (8)(4) shall accompany the portable media within a sealed envelope sent to the Registry.

(7) The envelope containing the portable media shall be sent to the Registry by any of the following means:

- (a) by handing it to the Registry counter during the hours of business set out in any practice directions issued by the Registrar;
- (b) by placing it in the Patents Deposit Box as allowed in Rule 98(4) of the Patents Rules; or
- (c) by posting it to the Registry.

(8) Portable media sent to the Registry shall be prepared in accordance with these directions and must be accompanied by payment or the receipt showing proof of payment for the submission as mentioned in subparagraph (6), to be considered as a properly prepared submission.

(9) For the avoidance of doubt, a submission via the EOS by portable media is treated as received by the Registry in the same manner as the receipt by the Registry of submissions made by way of paper documents as provided in the Patents Rules.

11. Filing Documents via the Service Bureau

(1) Pursuant to Rule 96K of the Patents Rules, the Registrar hereby prescribes that any service bureau established or authorised to be established by the Registrar may assist in the use of the EOS in carrying out any of the transactions referred to in the First Schedule.

(2) The filing of documents at the service bureau comprises 2 separate stages, namely, the submission of documents and the collection of documents from the Service Bureau.

- (a) The submission of documents stage consists of the following steps:
 - (i) preparation of the relevant Patents Forms, available on the IPOS website (www.ipos.gov.sg) and the documents to be filed;

(ii) for each patent application, the preparation of one copy of the Service Bureau Request Form available on the IPOS website and
(iii) submission of the Patents Forms, the documents and the Service Bureau Request Form to be sent to the Registry via post or handed in at the Registry Counter (during the hours of business) or deposited in the Patents Deposit Box (after the hours of business), with payment for the filing fees and service bureau surcharges accompanying the submission.

(b) The collection of the documents stage consists of the following steps:

(i) notification by the Service Bureau in writing, that the documents are ready for collection;

(ii) production of the notification to the Service Bureau; and

(iii) collecting the documents back from the Service Bureau.

(3) The person filing will be required to pay the fee that he has filled into the Service Bureau Request Form to the Service Bureau before the submission is accepted.

(4) Payment of fees for requests made to the service bureau can be made at the Registry counter in one of 4 ways:

(a) cash;

(b) NETS;

(c) cheque made payable to “**Intellectual Property Office of Singapore**”;

(d) IBG.

(5) Payment for fees for requests made to the service bureau via post or courier can be made in one of 2 ways:

(a) cheque made payable to “**Intellectual Property Office of Singapore**”;

(b) IBG;

(6) For avoidance of doubt, in the event that insufficient payment is received, the submission will be rejected. Notwithstanding this, for avoidance of doubt, a Patents Form 1 filed with insufficient payment will be treated under Section 26(1)(a) of the Patents Act as an indication that a patent is sought in pursuance of the application.

(7) Item 57 of the First Schedule to the Patents Rules prescribes the amount payable for filing via the service bureau. This surcharge is imposed in view of the administrative cost of maintaining the service bureau, and to encourage the use of the EOS remotely.

12. Filing Documents via the Patents Deposit Box

(1) Where in the course of any submissions made via the EOS, documents are deposited in the Patents Deposit Box, the documents shall be separated into bundles which are 4cm in thickness or consisting of 350 sheets to enable the documents to fit the deposit slot of the Patents Deposit Box. Each bundle must be placed in an appropriately labelled and sealed envelope.

(2) Documents which require a filing fee to be paid may be submitted via the Patents Deposit Box only if the payment for the filing fee —

- has already been received via the EOS;

- is paid by IBG or by a cheque payable to “**Intellectual Property Office of Singapore**”

for the relevant sum attached to the documents, for submissions via the EOS with the assistance of the service bureau.

(3) For avoidance of doubt, where Rule 3(2) of the Patents Rules applies and in the event that insufficient or no payment is received with the submission, the submission will be rejected.

13. Hard Copies of Electronic Documents

- (1) The Registrar may, at his discretion, request for 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.

14. 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 subparagraph (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 formats 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 formats 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 submission shall be taken to be the date of receipt of the resubmission.

15. Electronic Communications

- (1) Unless otherwise specified by the Registrar, electronic communication via EOS shall be the primary means through which correspondences 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 authorized by the account holder.
- (3) Any correspondence that is to be sent by the Registrar under the Patents Act 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.

16. Emergency Procedures

- (1) In the event that the EOS is unavailable for extended periods (for example, due to failure of the EOS server), a message will be placed on the IPOS website and the IP²SG website.

(2) On the broadcast of such a message, the applicants may submit the forms and/or documents to the Registry via facsimile, email or by hand. Payment of fees should be made at the office within the 7 working days from date of submission. Payment can be made via cash, cheque, bank draft and GIRO. A waiver of the service bureau charges will apply to submissions received prior to midnight on that day.

(3) The Registrar as he in his discretion thinks fit, may also direct a waiver of service bureau charges for situations where the inability to conduct the transaction via the EOS by electronic transmission is not due to the Account Holder's hardware failure and does not arise as a result of the Account holder's direct responsibility, including but not restricted to the —

- (a) unavailability of telephone or broadband connection services;
- (b) extended disruption to the power supply of the account holders' premises; or
- (c) unavailability of internet service provider's services.

(4) For avoidance of doubt, where a waiver under subparagraph (3) is sought, a Waiver Request Form, available on the IPOS website must accompany the submission. Unless the Registrar otherwise directs, a statutory declaration and any documentary evidence must be furnished to verify the situation. The statutory declaration and documentary evidence (if any) shall be provided to the Registrar within 7 working days of the occurrence of the situation. The Registrar will not consider the waiver request prior to receiving the statutory declaration and documentary evidence (if any).

(5) Submissions made under these provisions may be made to the Registry on paper with the assistance of the service bureau.

FIRST SCHEDULE

Paragraphs 2(1), 10(2), and 11(1)

FORMS AND OTHER DOCUMENTS TO BE FILED OR SUBMITTED USING THE EOS

Forms	Document(s) to accompany the Patents Form (where applicable)
PF1	<input type="checkbox"/> Description with claim(s) <input type="checkbox"/> Description without claim(s) <input type="checkbox"/> Abstract <input type="checkbox"/> Drawing(s) <input type="checkbox"/> Cover letter
PF8	NA
PF10	<input type="checkbox"/> ASPEC Request Form <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF11	<input type="checkbox"/> ASPEC Request Form <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF11A	NA

PF11B	<input type="checkbox"/> Certified copy of granted patent <input type="checkbox"/> Document(s) setting out the final results of the search and examination as to substance <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF11C	NA
PF12	<input type="checkbox"/> Foreign search report <input type="checkbox"/> International search report <input type="checkbox"/> Cited document(s) <input type="checkbox"/> ASPEC Request Form <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF13	<input type="checkbox"/> Amendment to Description with claim(s) <input type="checkbox"/> Amendment to Description without claim(s) <input type="checkbox"/> Amendment to claim(s) only <input type="checkbox"/> Amendment to drawing(s) <input type="checkbox"/> Amendment to abstract <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF13A	<input type="checkbox"/> Amendment to Description with claim(s) <input type="checkbox"/> Amendment to Description without claim(s) <input type="checkbox"/> Amendment to claim(s) only <input type="checkbox"/> Amendment to drawing(s) <input type="checkbox"/> Amendment to abstract <input type="checkbox"/> ASPEC Request Form <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF14	<input type="checkbox"/> Description with claim(s) <input type="checkbox"/> Drawing(s)
PF15	NA
PF17	<input type="checkbox"/> Amendment to Description with claim(s) <input type="checkbox"/> Amendment to Description without claim(s) <input type="checkbox"/> Amendment to claim(s) only <input type="checkbox"/> Amendment to drawing(s) <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF19	<input type="checkbox"/> Evidence under rule 53(1)(b) <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF20	NA
PF37	<input type="checkbox"/> Abstract <input type="checkbox"/> Description with claim(s) <input type="checkbox"/> Drawing(s) <input type="checkbox"/> Non-English international application/amendment(s) to the international application <input type="checkbox"/> Amendment(s) to the international application

	<input type="checkbox"/> Verification of translation <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF38	NA
PF45	<input type="checkbox"/> Statutory declaration/affidavit <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF45A	NA
PF53	NA
PF56	<input type="checkbox"/> Description with claim(s) <input type="checkbox"/> Drawing(s) <input type="checkbox"/> Missing Part <input type="checkbox"/> Priority Document <input type="checkbox"/> Translation of priority document <input type="checkbox"/> Verification of translation <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
PF57	<input type="checkbox"/> Evidence in support of request under rule 9A(2) <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
CM1	<input type="checkbox"/> Cover letter
CM2	NA
CM4	<input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
CM6	<input type="checkbox"/> Documentary evidence or a statutory declaration <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
CM7	<input type="checkbox"/> Documentary evidence or a statutory declaration <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
CM8	<input type="checkbox"/> Documentary evidence or a statutory declaration <input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter
CM9	NA
CM12	<input type="checkbox"/> Supporting document(s) <input type="checkbox"/> Cover letter