

Intellectual Property Office of Singapore
Registry of Patents

Circular No. 10/2018: Electronic filing of Form CM12 for PCT applications; and Clarification of PCT Operational Procedures for filing of (A) a PCT/RO/101 request and (B) amendments under PCT Article 34 concurrently with request for rectification under PCT Rule 91

Electronic filing of Form CM12 for PCT applications; and Clarification of Operational Procedures for filing of (A) a PCT/RO/101 request and (B) amendments under PCT Article 34 with request for rectification under PCT Rule 91
(Circular No. 10/2018, dated 21 September 2018)

To provide greater convenience to stakeholders and to improve the overall e-Government experience, we are pleased to inform that we have enhanced the IP²SG platform in respect of request of certified documents for PCT applications filing through IPOS as the RO.

You will now be able to make an electronic request via the IP²SG platform for:

- (1) Certificate in respect of a patent priority document for PCT application filing through IPOS as a RO¹ under Rule 17.1(b) of the Regulations under the PCT (for RO to transmit to the International Bureau (IB))
- (2) Certified copy of the patents international application filing through IPOS as a RO¹ under Rule 118

For request under (2), you could also indicate your preference for either a certified patents international application in softcopy at \$28 or hardcopy at \$35 via IP²SG platform.

Please refer to the screenshots in **Annex A** for more information on how to proceed with the above requests.

¹ This is applicable for PCT applications filing through IPOS as a RO with International Filing Date from 7 May 2018.

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Operational Procedures for filing of (A) a PCT/RO/101 request with IPOS as the receiving Office (RO) and (B) Article 34 amendments with rectification via IPOS as the International Preliminary Examining Authority (IPEA)

We would like to provide clarifications to stakeholders on the operational procedures on the following:

(A) PCT/RO/101 request with IPOS as the RO

To enable a linkage for electronic communication via the IP²SG platform for PCT applications filing through IPOS as the RO¹, please indicate the designated UEN (for CorpPass account holders) or IP²SG Account Code (For SingPass account holders) under *Agent's Registration Number with the Office* and *Applicant's Registration Number with the Office* in the PCT/RO/101 form. By indicating the UEN/IP²SG Account Code, the address for service reflected on the correspondence will be that registered with us during IP²SG account creation.

To reduce paper trail, it will be strongly encouraged to authorise notifications to be sent exclusively in electronic form. You could make your indication via the *E-mail authorization* field in the PCT/RO/101 request.

(B) Amendments under PCT Article 34 with concurrent submission of request of rectifications via IPOS as the IPEA

As a guide, for submission of amendments under PCT Article 34 and request of rectification under PCT Rule 91, the submission of the documents should comply with the following requirements:

- (i) Article 34 amendments should not contain unauthorised rectifications, i.e. only authorised rectifications could be included in the Article 34 amendments being submitted;
- (ii) Article 34 amendments and rectifications should be submitted separately if both requests are made concurrently; and
- (iii) An accompanying letter which explains (a) the difference between the replacement/rectified sheets and sheets previously submitted and (b) explanations or reasons for the amendments/proposed rectification should preferably be submitted as part of the supporting documents.

In view that the assessment criteria for amendments under Article 34 amendment and rectifications differ, compliance to these requirements will be important for the IPEA to delineate the amendments and rectifications being sought for. This also facilitates downstream clarity to the Designated Office and third parties for proposed amendments and rectifications made in the international phase.

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Intellectual Property Office of Singapore

51 Bras Basah Road
#01-01 Manulife Centre
Singapore 189554

T +65 6339 8616
F +65 6339 0252
W www.ipos.gov.sg

Annex A: Request for (1) Certificate in respect of a patents priority document under Rule 17.1(b) of the Regulations under the PCT (for RO to transmit to the IB and (2) Certified copy of the patents international application under Rule 118 for PCT applications filing through IPOS as the RO

For request relating to (1) Certificate in respect of a patents priority document under Rule 17.1(b) of the Regulations under the PCT (for RO to transmit to the IB)

PART 1

Applicant/Agent Reference

PART 2

Application No./PCT Application No.* 10201700311S

Application number refers to Designs Number / Patent Application Number / Trade Marks Number.

Cancel Save Next

Taking example from PCT application: PCT/SG2018/0300025 which has claimed priority from a Singapore national application: 10201700311S, you will need to indicate the Singapore national application no: 1020170311S under Part 2: *Application No./PCT Application No.** field. If the priority application is a PCT applications filing through IPOS as the RO², you may also indicate the PCT application no. under Part 2: *Application No./PCT Application No.** field.

PART 5

Nature of Request*

Certificate in respect of a patents priority document under Rule 17.1(b) of the Regulations under the Patents Co-operation Treaty
(For receiving Office to transmit to International Bureau)
PCT Application No. PCT/SG2018/030025

Certified copy or extract of the following:

PART 6

No. of Copies Required* Soft copy

In Part 5, please indicate the Nature of Request* and under the field: *PCT Application No.*, you will have to insert the PCT application No. in which the priority document relates to. Using the example above, PCT/SG2018/0300025 will be inserted in the *PCT Application No.* field.

² For PCT application no. inserted in Part 2, it is only applicable for applications filing through IPOS as a RO with International Filing Date from 7 May 2018. If the International Filing Date is before 7 May 2018, you will need to file a Form CM12 in hardcopy instead.

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For request relating to (2) certified copy of the patents international application under Rule 118 for PCT applications filing through IPOS as the RO

The screenshot shows the 'Form Filing' step of the IPOS application process. It includes navigation tabs for 'Form Selection', 'Form Filing', 'Payment', and 'Acknowledgement'. Buttons for 'Cancel', 'Save', and 'Next' are visible in the top right. The form is divided into four parts:

- PART 1:** 'Applicant/Agent Reference' field.
- PART 2:** 'Application No./PCT Application No.' field with the value 'PCT/SG2018/061926'. A note below states: 'Application number refers to Designs Number / Patent Application Number / Trade Marks Number.' The 'Title of Invention' field contains 'SG DEMO APPLICATION 01'.
- PART 3:** 'Name of Applicant/Proprietor' section containing a table:

S/No.	Name	UEN/ Company Code
1	Demo Applicant 001	PCT000082R
- PART 4:** (Empty section)

For request of certified copy of PCT Application No., please indicate the PCT Application No. in Part 2 of the form.

The screenshot shows the lower sections of the form:

- PART 5:** 'Nature of Request*' section with three radio button options:
 - Certificate in respect of a patents priority document under Rule 17.1(b) of the Regulations under the Patents Co-operation Treaty (For receiving Office to transmit to International Bureau)
 - Certified copy of the patents international application under Rule 118
 - Certified copy or extract of the following:
- PART 6:** 'No. of Copies Required*' section with two radio button options:
 - Hard copy
 - Soft copy

Under Part 5: Nature of Request*, please select “Certified copy of the patents international application under Rule 118”. In Part 6, you will also be given the option to select either “Hard copy” or “Soft Copy” at the requisite fee of \$35 or \$28 respectively.

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Intellectual Property Office of Singapore
 51 Bras Basah Road
 #01-01 Manulife Centre
 Singapore 189554

T +65 6339 8616
F +65 6339 0252
W www.ipos.gov.sg