

Intellectual Property Office of Singapore
Registry of Patents
Circular No. 7/2018: Revised Patents Formalities Manual and Formalities Procedures for
Voluntary Amendments and Response to Written Opinion

Revised Patents Formalities Manual and Formalities Procedures for Voluntary Amendments and Response to Written Opinion

(Circular No. 7/2018, dated 01 August 2018)

Revised Patents Formalities Manual

The revised Patents Formalities Manual (Aug 2018 version) has been released. The key updates to the manual are summarized as follows:

1. Addition of Chapter 1.3 on ISO 9001:2015 certification for the management of national patent search and examination process, and payment.
2. Revision to Chapter 6 in relation to legislative amendments on disclosure of invention prior to filing of application, patentable subject matter check for supplementary examination, closure of foreign route, and time period for switching of search and examination routes.
3. Revision to Chapters 2.3 and 6.4.2 due to merging of Patents Form 1 and 8, Patents Form 12B and 13.
4. Addition of Chapter 11.8 on procedures for Correction of Error (Form CM4).

The revised Patents Formalities Manual can be accessed [here](#).

Formalities Procedures for Voluntary Amendments and Response to Written Opinion

We introduced the following changes to streamline our Patents Form 13 and Patents Form 13A (amendments) processes and to preclude disruption to examiner's review of the approved amendments.

1. Voluntary amendments (PF13) and Response to Voluntary Amendments (PF13A)

In cases where there is a change of mind regarding the set of amendments filed, we will not allow the withdrawal of PF13 or PF 13A.

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Instead, Applicants may, if the forms can still be filed within the allowable time period as prescribed in Patents Rule 49 (3), Rule 46 (4) and Rule 46 (4A), file another set of amendments to replace the former approved PF13 and PF13A.

2. Examiner-Initiated Informal Communications

This is in relation to an updated practice made to [Circular No. 6/2017](#) for amendments filed in response to an Examiner-Initiated Informal Communication. Such amendments should be made within the time period indicated in Patents Rule 46 (4).

If you have any enquiries, please contact Ms Foong Shu Ling (FOONG_Shu_Ling@ipos.gov.sg) and Mr Tan Wei Hao (TAN_Wei_Hao@ipos.gov.sg).

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