

Intellectual Property Office of Singapore  
Registry of Plant Varieties Protection  
Circular No. 1/2022: Introducing IPOS Digital Hub, Legislative Amendments and Fee Updates

## **Introducing IPOS Digital Hub, Legislative Amendments and Fee Updates** (Circular No. 1/2022, dated 11 March 2022)

As part of our efforts to continually provide world-class intellectual property (“IP”) services, IPOS will be introducing a new IP filing system – IPOS Digital Hub, which will replace our existing e-services platform, IP<sup>2</sup>SG. Alongside the launch of the new IP filing system, process changes and fee updates will also be introduced.

IPOS Digital Hub. To be launched on 4 May 2022, IPOS Digital Hub harnesses the latest technologies to enhance user experience in the IP registration process. IPOS Digital Hub will offer an improved user interface, an enhanced search function, features for IP management and more support for IP dispute resolution processes, among others. More information on IPOS Digital Hub will be shared in a subsequent Circular and complimentary information sessions will be held in April 2022 to familiarise users with the new functions and features.

Process changes and fee updates. Changes in our processes will be introduced to improve business-friendliness and operational efficiency. Along with the Intellectual Property (Amendment) Act 2022, various IP subsidiary legislation will be amended to support these process changes. The IP subsidiary legislation amendments will also be communicated once they are finalised. We have updated our fees in light of prevailing operational conditions. The process changes and all fee updates, except otherwise indicated in Annex B, will come into effect on 29 April 2022, in tandem with the launch of IPOS Digital Hub.

These changes go towards strengthening Singapore’s position as a global IP hub and supporting innovators and businesses as they use IP to grow locally and globally.

Details of key process changes as well as form/fee updates are listed in [Annex A](#) and [Annex B](#), respectively.

Please contact us at [ipos\\_enquiry@ipos.gov.sg](mailto:ipos_enquiry@ipos.gov.sg) for any clarification.

## **Annex A: Details of Process Changes**

The process changes are organised as follows:

1. [Patents](#)
2. [Trade Marks](#)
3. [Registered Designs](#)
4. [Plant Varieties Protection](#)
5. [Cross-IP](#)
6. [Merging of Forms](#)

In the details as elaborated in Annex A, the date that the process changes will come into effect is termed as the “implementation date”, being 29 April 2022.

1. Patents		
S/N	Process Change	Details
1.	<b>Removing form and accompanying fees for publication of international application in English</b>	<ul style="list-style-type: none"> <li>• This change is to streamline the process for publication of the English translation for international applications. This will save applicants time, cost and effort.</li> <li>• If the international application is filed and published in a language other than English, applicants will no longer need to file a form and pay a separate fee via Patents Form 38 to request for publication of the English translation.</li> <li>• So long as the English translation has been filed with an application for entry into national phase, IPOS will proceed to publish the English translation within the prescribed period, and the publication will confer certain “provisional rights” (e.g., for calculation of damages in an infringement suit). A request for early publication via Patents Form 9 will still have to be made for the English translation to be published before the 18-month period.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>• For the provisional rights to be conferred for international applications that have entered national phase in Singapore before the implementation date, payment of fee for publication of the English translation via Patents Form 38 will still be required.</li> <li>• For an international application that has entered the national phase in Singapore on or after the implementation date, applicants will no longer need to file a form and pay a separate fee for publication of the English translation.</li> </ul>
2.	<b>Limiting number of figures accompanying abstract to no more than two</b>	<ul style="list-style-type: none"> <li>• This change is to guide applicants to select the figure(s) that best characterise the invention for publication purposes and to enable better public search.</li> <li>• Where the specification contains drawing(s), the applicant can only indicate a maximum of two figures in the abstract for the purposes of publication.</li> </ul>

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1. Patents		
S/N	Process Change	Details
		<ul style="list-style-type: none"> <li>If the abstract contains more than two figures, a deficiency will be raised in the formalities examination adverse report.</li> <li>IPOS Digital Hub will be enhanced at a later phase to prompt applicants to provide no more than two figures.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to requests for the grant of a patent filed on or after the implementation date.</li> </ul>
3.	<b>Removing the obligation to furnish prescribed documents in prescribed circumstances during the patent prosecution process</b>	<ul style="list-style-type: none"> <li>This change will save applicants time and effort as they would not need to submit documents already on file with the Registry.</li> </ul> <p><u>Incorporation by reference, missing parts and declaration for claim of right of priority</u></p> <ul style="list-style-type: none"> <li>If the document in respect of the earlier relevant application has been previously filed at the Patents Registry, applicants are not required to provide a copy of the earlier relevant application or its English translation, when making a request to: <ol style="list-style-type: none"> <li>incorporate the description in the patent application by referencing the earlier relevant application(s);</li> <li>file the missing parts; or</li> <li>support the declaration of a claim of right of priority.</li> </ol> </li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to an application for a patent in which the expiry of the prescribed period for (i) purpose of satisfying the conditions for filing date<sup>1</sup> and (ii) missing parts to be incorporated in the</li> </ul>

<sup>1</sup> Pursuant to Section 26(7) of the Patents Act.

1. Patents		
S/N	Process Change	Details
		<p>application by reference to<sup>2</sup> falls on or after the implementation date.</p> <p><u>Request for examination</u></p> <ul style="list-style-type: none"> <li>Where the Registrar had earlier sent a copy of the final result of the search or final result of the international search report (as the case may be) in English to the applicants (e.g., IPOS is the international searching authority that establishes the English International Search Report), applicants do not have to provide the copy of the search result when making a request for an examination report.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to requests for an examination report filed on or after the implementation date.</li> </ul>
4.	<b>Introducing a new requirement for submission of sequence listing</b>	<ul style="list-style-type: none"> <li>This change will allow examiners and subsequent searchers to search for the invention relating to sequences more easily.</li> <li>Where an application for a patent discloses a sequence, the patent application description must include a sequence listing<sup>3</sup>, presented as a separate part of the description in a manner that complies with the Practice Directions issued by the Registrar.</li> <li>To comply with the Practice Directions, the sequence listing should be filed in accordance with the prevailing World Intellectual Property Organisation (“WIPO”) Standard. The acceptance of a common sequence listing format worldwide will enhance quality of sequence listing submissions and increase automation of data validation and streamlined processing by IP Offices.</li> </ul>

<sup>2</sup> Pursuant to Section 26(9)(b) of the Patents Act

<sup>3</sup> Sequence listings are listings of nucleotide and/or amino acid sequences, which provide additional detail in patent applications – for instance, in biomedical or biotechnological inventions.

1. Patents		
S/N	Process Change	Details
		<ul style="list-style-type: none"> <li>Applicants will be able to use <a href="#">WIPO Sequence</a>, a global software tool provided by WIPO, to prepare sequence listing compliant with WIPO Standard.</li> <li>The Practice Directions will be updated and made available on a later date to provide guidance on the acceptable manner for presentation of sequence listing.</li> </ul> <p><u>Invitation for submission of sequence listing</u></p> <ul style="list-style-type: none"> <li>Further, where a patent application discloses a sequence and <ol style="list-style-type: none"> <li>a sequence listing is not included in the description of the application for the patent; or</li> <li>the sequence listing that is included is not presented in a manner that complies with the Practice Directions issued by the Registrar,</li> </ol> <p>the Registrar may invite the applicant to submit a sequence listing presented in a manner that complies with the Practice Directions issued by the Registrar for the purposes of search, within the period specified in the invitation.</p> </li> <li>Any sequence listing not contained in the description of the application on the date of filing, whether furnished in response to an invitation or otherwise, does not form part of the description of the application.</li> <li>If the applicant does not, within the period specified in the invitation, submit the required sequence listing, the Examiner will only search the application to the extent that a meaningful search may be carried out without the sequence listing.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>For patent applications with date of filing on or after the implementation date, the description of the application for the patent must include a sequence listing, presented as a separate part of</li> </ul>

1. Patents		
S/N	Process Change	Details
		<p>the description and in a manner that complies with the Practice Directions issued by the Registrar.</p> <ul style="list-style-type: none"> <li>○ For patent applications with date of filing on or after the implementation date till 30 June 2022, the manner for the presentation of sequence listing must be in ST.25 standard.</li> <li>○ For patent applications with date of filing on or after 1 July 2022, the manner for presentation of sequence listing must be in ST.26 standard.</li> </ul>
5.	<b>Introducing a new process for minor amendments during substantive examination – Invitation to amend an application</b>	<ul style="list-style-type: none"> <li>• This change is to expedite the substantive examination process.</li> <li>• If the examiner is of the view that minor amendments to the specification of the patent application may allow the application to be eligible for the grant of a patent, the examiner may issue a notice inviting the applicant to make those amendments (“invitation to amend”) within two months via Patents Form 13A.</li> <li>• If the minor amendments do not resolve the problems identified with the application, the examiner may issue a first or a further written opinion according to existing practice.</li> <li>• The applicant has the option to refuse the invitation to amend also using Patents Form 13A. Alternatively, the applicant could allow the deadline for responding to the invitation to amend to lapse. In either case, the examiner may issue a first or a further written opinion according to existing practice.</li> <li>• An example of minor amendments is an amendment to the patent specification to address wrong claim dependencies that are the only outstanding issue during examination. More examples will be described in the IPOS Patent Search and Examination Guidelines in due course.</li> </ul>

1. Patents		
S/N	Process Change	Details
		<p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to (i) all patent applications which have commenced but not completed the substantive examination on or after the implementation date and (ii) all requests for substantive examination filed on or after the implementation date. However, it will not apply to existing or new applications undergoing supplementary examination.</li> </ul>
6.	<b>Refining the examination review process</b>	<ul style="list-style-type: none"> <li>This change is to streamline the examination review process. It improves IPOS' efficiency in processing examination review requests.</li> <li>If the request for a review of an examination report via Patents Form 12B includes amendments to overcome all unresolved objections in the report, the examiner only needs to assess the amended application since the original report is no longer relevant.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to requests for a review of an examination report filed on or after the implementation date.</li> </ul>
7.	<b>Restricting examination to the first invention specified in the claims of the application</b>	<ul style="list-style-type: none"> <li>This change is to clarify the approach to unity of invention in situation where a request for examination report is made.</li> <li>During the preparation of an examination report, when it appears that an application relates to two or more inventions, but not part of a single inventive concept, the examination may be restricted to the first invention specified in the claims of the application and the applicant will be notified.</li> <li>More details will be described in the IPOS Patent Search and Examination Guidelines in due course.</li> </ul> <p><u>How/When will this apply?</u></p>



1. Patents		
S/N	Process Change	Details
		<ul style="list-style-type: none"> <li>This will apply to requests for examination report filed on or after the implementation date.</li> </ul>
8.	<b>Clarifying that file inspection is only available via electronic online system</b>	<ul style="list-style-type: none"> <li>This change is to clarify that file inspection via Form CM10 request will only be available to requestors with an IPOS Digital Hub account.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to all pending and new file inspection requests lodged on or after the implementation date.</li> </ul>
9.	<b>Removing requirement for Singapore Address for Service to seek written authority under Section 34</b>	<ul style="list-style-type: none"> <li>This change is to allow persons residing in Singapore to seek written authority to file or cause to be filed outside Singapore an application for a patent without the need for an IPOS Digital Hub account.</li> <li>IPOS will transact with these applicants via email.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to requests seeking written authority under Section 34 lodged on or after the implementation date.</li> </ul>

## 2. Trade Marks

S/N	Process Change	Details
1.	<p><b>Introducing a new mechanism for partial acceptance of national trade mark applications further to objections by the Registrar</b></p>	<ul style="list-style-type: none"> <li>• This change will help applicants save time, cost and effort.</li> <li>• The partial acceptance mechanism for national trade mark applications will enable claimed goods/services which have not been objected to, to proceed to registration:               <ul style="list-style-type: none"> <li>○ If the applicant does not respond to the objections in time, only the claimed goods/services which have been objected to will be Treated as Withdrawn.</li> <li>○ If the applicant's response is unsatisfactory, the claimed goods/services which have been objected to will remain objectionable. If the applicant applies for ex parte hearing and the eventual decision is to maintain the objection, only the goods/services which have been objected to will be Refused.</li> </ul> </li> <li>• This contrasts with the prevailing situation where an entire national application may be Treated as Withdrawn or Refused because of objections to certain claimed goods/services.</li> </ul> <p><u>Changes to take note of:</u></p> <ul style="list-style-type: none"> <li>• If it appears to the Registrar that the requirements for registration are not met, or that additional information or evidence is required to meet those requirements in the course of examination, the Registrar will issue an examination report. The examination report will clearly list the objectionable goods/services, and the period (extendable via Form CM5) within which the applicant must carry out one of the following actions:               <ol style="list-style-type: none"> <li>1. make representations in writing or furnish any necessary information/evidence;</li> <li>2. lodge Form TM27 to amend the application, where relevant; or</li> </ol> </li> </ul>

2. Trade Marks		
S/N	Process Change	Details
		<p>3. apply to the Registrar in Form HC4 for a hearing.</p> <ul style="list-style-type: none"> <li>• <u>Only objectionable goods/services will become Treated as Withdrawn.</u> Failure to carry out any of the actions above within time will cause only the objectionable goods/services to be Treated as Withdrawn. If the applicant also does not request continued processing of the objectionable goods/services which become Treated as Withdrawn within two months, the Registrar will only allow the non-objectionable goods/services in the application to proceed to the next processing stage.</li> </ul> <p>[see also: <i>Updating post-deadline relief measure for trade mark applications: Continued processing in the next row</i>]</p> <ul style="list-style-type: none"> <li>• <u>Only objectionable goods/services will be Refused.</u> Where an applicant makes representations, but such representations fail to satisfy the Registrar that the requirements for registration are met, the applicant may apply for a hearing via Form HC4 in respect of the objectionable goods/services, and submit further representations for the Registrar’s consideration. If these further representations still fail to satisfy the Registrar that the registration requirements are met, the Registrar may refuse to accept the objectionable goods/services. At this point, the application may proceed to the next processing stage for the remaining non-objectionable goods/services.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>• This will apply to national trade mark applications filed on or after the implementation date.</li> </ul>
2.	<b>Updating post-deadline relief measure for trade mark applications: Continued processing</b>	<ul style="list-style-type: none"> <li>• This change will preserve the status of trade mark applications and expedite the processing of such applications that become Treated as Withdrawn.</li> <li>• The new post-deadline relief measure, “continued processing”, will replace the existing</li> </ul>

## 2. Trade Marks

S/N	Process Change	Details
		<p>reinstatement measure that is provided for all trade mark applications (including international registrations/ subsequent designations designating Singapore) that become Treated as Withdrawn.</p> <ul style="list-style-type: none"> <li>• Currently, the applicant may apply to reinstate a trade mark application within six months after it becomes Treated as Withdrawn. This six-month window affects third parties, who wish to apply for marks that are identical or similar to the applicant's, as they cannot ascertain the outcome of their application, resulting in uncertainty as to how to proceed.</li> <li>• Going forward, applicants will have <u>two months</u> to request, via Form CM13, the continued processing of their trade mark applications (or objectionable goods/services, in the case of partially objectionable applications) when they become Treated as Withdrawn, instead of six months to request for reinstatement. The request for continued processing must be accompanied by the document or form whose omission or failure to file within time led to the application becoming Treated as Withdrawn.</li> <li>• During the period for continued processing, trade mark applications (or objectionable goods/services, in the case of partially objectionable applications) that are Treated as Withdrawn will continue to be cited by the Registrar against identical or similar marks with later filing dates or priority dates. This will supersede the practice as communicated in Trade Marks Circular No. 6/2013.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>• This will apply to trade mark applications that become Treated as Withdrawn <u>on or after</u> the implementation date.</li> <li>• For trade mark applications that become Treated as Withdrawn <u>before</u> the implementation date, applicants may continue to utilise the existing</li> </ul>

2. Trade Marks		
S/N	Process Change	Details
		<p>reinstatement measure (via Form CM13) within six months after they become Treated as Withdrawn. These applications will also not be cited against any later filed identical or similar marks, as per Trade Marks Circular No. 6/2013.</p> <p>[see also: <i>Removal of post-deadline relief measure for peripheral forms (forms other than applications to register a trade mark or design)</i> under “Cross-IP” below]</p>



### 3. Registered Designs

S/N	Process Change	Details
1.	<b>Clarifying processes in respect of sets of articles and non-physical products</b>	<ul style="list-style-type: none"> <li>Under the current Registered Designs Act, the definitions of “article” and “non-physical product” do not cover “sets of articles and non-physical products”.</li> <li>This change will allow registered design applications to be made in respect of sets of articles and non-physical products for the following processes: <ol style="list-style-type: none"> <li>claim to priority of convention application</li> <li>claim to priority of other overseas applications</li> <li>surrender of registration</li> <li>false representation of a design</li> </ol> </li> <li>In respect of the changes highlighted above, there is no alteration to the current process relating to claim to right of priority, surrender of registration and false representation of a design.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to all pending and new applications made in respect of sets of articles and non-physical products on or after the implementation date.</li> </ul> <p>[see also: <i>Mandating Priority Application Number</i> under “Cross-IP” below]</p>
2.	<b>Updating practice for filing of disclaimers</b>	<ul style="list-style-type: none"> <li>The updated practice will allow applicants or registered owners to voluntarily disclaim rights in relation to specified feature(s) conferred by a registered design.</li> <li>Where the registration of a design is subject to a disclaimer, the rights will be restricted accordingly.</li> <li>A visual and/or text disclaimer will be acceptable if it is clearly and consistently represented and/or described. Should an applicant or proprietor wish to insert a disclaimer, they may state that certain</li> </ul>

3. Registered Designs		
S/N	Process Change	Details
		<p>parts of a design are not included and support the submission of the disclaimer by providing representation and/or relevant description. Following the Registrar's acceptance of the disclaimer, it will be entered in the Register.</p> <ul style="list-style-type: none"> <li>The Registrar will be updating the Practice Directions in due course to specify how a disclaimer should be presented.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to any applications to register a design or registrations of a design for which a disclaimer is requested to be inserted on or after the implementation date.</li> </ul>
3.	<b>Reducing period for reinstatement</b>	<ul style="list-style-type: none"> <li>This change will encourage applicants to monitor their timelines more actively and balance the interests of third parties.</li> <li>The period to request the reinstatement of an application, right or thing that becomes Treated as Withdrawn, or has been abrogated or ceased to be in force or to exist (as the case may be) via Form CM13, will be reduced from six to two months.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to an application, right or thing that becomes Treated as Withdrawn, or has been abrogated or ceased to be in force or to exist on or after the implementation date.</li> </ul> <p>[see also: <i>Removal of post-deadline relief measure for peripheral forms (forms other than applications to register a trade mark or design)</i> under "Cross-IP" below]</p>



#### 4. Plant Varieties Protection

S/N	Process Change	Details
1.	<b>Extending period to furnish information, documents or propagating material for examination</b>	<ul style="list-style-type: none"> <li>This change will provide applicants with the flexibility to (i) furnish propagating material and to (ii) extend time to submit relevant information during the course of examination.</li> <li>It will no longer be mandatory to submit propagating material of the candidate variety via Form PVP 9. Submission of propagating material will only be required when requested by the Registrar or Examiner.</li> <li>In addition, the change also provides the Registrar or Examiner the discretion to extend the period for submission of requested information, document or propagating material for examination.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to applications for the grant of plant variety rights made on or after the implementation date.</li> </ul>
2.	<b>Introducing late payment of annual fee to maintain grant of protection</b>	<ul style="list-style-type: none"> <li>This change is to streamline the process for maintenance of IP rights when proprietors need more time or miss the deadline to pay the renewal fee.</li> <li>Proprietors will be able to make late payment of annual fee, six months from that anniversary of the date of the grant of protection. This will replace the current option to request extension of time for annual fee payment.</li> <li>Payment of the annual fee and any late annual fee must be made together with Form PVP 11.</li> <li>In line with this, the term of grant of protection is maintained if payment of late annual fee is made within the prescribed time.</li> <li>If late payment of annual fee is not made within the prescribed time, the Registrar shall cancel the grant of protection.</li> </ul> <p><u>How/When will this apply?</u></p>

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#### 4. Plant Varieties Protection

S/N	Process Change	Details
		<ul style="list-style-type: none"><li data-bbox="735 315 1447 416">• This will apply to applications where the reminder notice for annual fee payment is sent on or after the implementation date.</li></ul>

5. Cross-IP			
S/N	Relevant IP	Process Change	Details
1.	Patents, Trade Marks, Registered Designs, Geographical Indications, Plant Varieties Protection	Introducing a new mechanism to advertise or publish a correction for opposition purposes	<ul style="list-style-type: none"> <li>This change is to enhance the certainty of information on the Registers.</li> <li>With this change, the Registrar may advertise or publish (as the case may be) a proposed correction relating to: <ol style="list-style-type: none"> <li>the name or other particulars of an IP applicant or rights-holder (i.e., proprietor/registrant/owner of a registered IP); and/or</li> <li>priority details<sup>4</sup>.</li> </ol> </li> <li>In deciding whether to exercise the discretion to advertise or publish (as the case may be) a proposed correction, the Registrar will consider factors such as whether the erroneous information to be corrected was publicly available on the Registers, and if so, the duration that the information has been on the Registers, to decide whether the interests of third parties may be affected.</li> <li>Upon advertisement or publication (as the case may be) of the proposed correction, any person can file a notice of opposition against the proposed correction within two months.</li> <li>The opposition framework will be set out in the respective IP subsidiary legislation.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to correction requests made via the relevant IP correction form (i.e., Form CM4, TM27, D5, PVP1 or PVP4) on or after the implementation date.</li> </ul>
2.	Patents, Trade Marks,	Updating the procedure for	<ul style="list-style-type: none"> <li>This change is to enhance the accuracy of information reflected on the Register</li> </ul>

<sup>4</sup> Not applicable to Geographical Indications

5. Cross-IP			
S/N	Relevant IP	Process Change	Details
	Registered Designs, Geographical Indications	requests to correct or rectify a person's name or other particulars	<p>and encourage parties to furnish accurate information to the Registrar.</p> <ul style="list-style-type: none"> <li>With this change, a person who wishes to correct or rectify his/her name or other particulars (e.g., address, address for service, country/region of incorporation, state of incorporation, country/region of residency, country/region of citizenship) must submit such a request by lodging Form CM4 and the accompanying requisite fee.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to any requests to correct a person's name or other particulars appearing in an application, on the Register or other documents filed on or after the implementation date.</li> <li>For requests to change or update a person's name or other particulars (not for the purpose of correction or rectification), they are to be made via Form CM2.</li> </ul>
3.	Trade Marks, Registered Designs	Mandating priority application number	<ul style="list-style-type: none"> <li>This change is to provide greater certainty to applicants and third parties on the validity of an application which has a claim of right of priority.</li> <li>With this change, applicants who claim a right of priority in their applications for registration of a trade mark or design must provide the application number of each priority application.</li> </ul> <p><i>Trade Marks</i></p> <ul style="list-style-type: none"> <li>The application number of each priority application must be provided within three months after the date of application for registration of the trade mark for which priority is claimed. This period is non-extendable.</li> </ul>

5. Cross-IP			
S/N	Relevant IP	Process Change	Details
			<ul style="list-style-type: none"> <li>Failure to furnish the required application number will cause the right of priority to be disregarded in relation to the trade mark application in question. If the applicant still intends to claim the right of priority, he may do so by inserting the claim in a fresh trade mark application that is filed within 6 months after the date of the priority application, and provide the application number of the priority application accordingly.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>The new requirement for the application number of the priority application will apply to national applications lodged on or after the implementation date.</li> </ul> <p><i>Registered Designs</i></p> <ul style="list-style-type: none"> <li>The application number of each priority application claimed must be provided within three months after the date of the Registrar's request. The applicant may extend the period by lodging Form CM5 before the deadline.</li> <li>Failure to furnish the application number of the priority application within time will cause the right of priority claimed within the application for registration of design to be abrogated, but the applicant may request to reinstate the right of priority by lodging Form CM13, within two months.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>The new requirement for the application number of the priority application will apply to applications (both national and Hague applications) which are lodged with IPOS on or after the implementation date.</li> </ul>



5. Cross-IP			
S/N	Relevant IP	Process Change	Details
			[see also: <i>Reducing period of reinstatement</i> under “Registered Designs” above]
4.	Patents, Trade Marks, Registered Designs, Geographical Indications Plant Varieties Protection	Updating the procedure for an agent who intends to cease to act on behalf of a party for any matter before the Registrar	<ul style="list-style-type: none"> <li>• This change is to standardise the agent discharge procedure, which is already in place for Geographical Indications, across all the respective IP subsidiary legislation.</li> <li>• The updated procedure allows agents to (i) discharge themselves without having to provide a new Singapore address for service and (ii) safeguard the interests of the party who is represented by such agent by ensuring that the party is aware of the consequences of not providing a new address for service upon the agent’s discharge.</li> <li>• Currently, when an agent intends to cease to act on a party’s behalf, the agent must file and serve on the party and the Registrar a notice in Form CM1 of the intention to cease to act on the party’s behalf.</li> <li>• Going forward, the agent must also provide the following in Form CM1: <ul style="list-style-type: none"> <li>○ the party’s latest address (including any email address) on the agent’s records; and</li> <li>○ a statement that the agent has given reasonable notice to the party of such intention, and has informed the party of the consequences if the party does not appoint a substitute agent or provide a new address for service.</li> </ul> </li> <li>• Upon receipt of Form CM1, the Registrar will issue a notice to the party to request for a new address for service. The relevant consequences will apply if no address for service is provided within</li> </ul>



5. Cross-IP			
S/N	Relevant IP	Process Change	Details
			<p>three months after the date of the Registrar's notice.</p> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to requests for agent's discharge that are filed on or after the implementation date.</li> </ul>
5.	<b>Trade Marks, Registered Designs</b>	<b>Removal of post-deadline relief measure (reinstatement) for peripheral forms (forms other than applications to register a trade mark or design)</b>	<ul style="list-style-type: none"> <li>This change is to allow for the expeditious updating of information on the Registers and to incentivise applicants to actively attend to IPOS' stipulated response deadlines.</li> <li>Currently, the Registries of Trade Marks and Designs provide a post-deadline relief measure of reinstatement to applicants of peripheral forms where they fail to comply with deadlines specified in IPOS' deficiency letters issued in respect of such forms. Peripheral forms are forms apart from application forms for the registration of a trade mark or design. Examples of peripheral forms would include registrable transaction forms (e.g., Form CM6, CM7, CM8), renewal forms (i.e., Forms TM19 and D8) and the form to appoint, change or remove an agent (Form CM1).</li> <li>Going forward, if an applicant fails to comply with the deadline in a deficiency letter issued in respect of a peripheral form, the status of the peripheral form will be regarded as Abandoned. The applicant can no longer apply for reinstatement, and will have to lodge a new application form to perform the transaction.</li> <li>Applicants are encouraged to comply with IPOS' response deadlines. If more time is needed, extension of time may be requested by lodging Form CM5 on or before the deadline.</li> </ul>

5. Cross-IP			
S/N	Relevant IP	Process Change	Details
			<p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to peripheral forms which become Abandoned (as a result of the applicant's failure to comply with IPOS' stipulated deadline(s)) on or after the implementation date.</li> </ul>
6.	Patents, Trade Marks, Registered Designs, Geographical Indications, Plant Varieties Protection	Introducing a new option to serve documents on the counter-party in proceedings via IPOS Digital Hub	<ul style="list-style-type: none"> <li>This change is to provide an option for a party to serve a copy of documents on the counter-party via IPOS Digital Hub.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to filers of HMD forms and correspondence relating to HMD Case Number(s), where the counter-party has an IPOS Digital Hub account.</li> </ul>
7.	Patents, Trade Marks, Registered Designs	Streamlining procedures relating to application for registration of transactions	<ul style="list-style-type: none"> <li>The changes are to streamline procedures relating to applications for registration of transactions ("registrable transactions", e.g., transfer of ownership, licence, security interest, assent and order of the Court).</li> </ul> <p><u>Procedure to record registrable transactions in the case of an assent or an order of the Court</u></p> <ul style="list-style-type: none"> <li>Going forward, applications to record an assent or an order of the Court for Patents and Registered Designs will be aligned with Trade Marks such that no form and fee will be required. An assent or an order of the Court may be notified to IPOS via a written request.</li> <li>The written request for the recordal of an order of the Court is to be accompanied by a copy of the order.</li> <li>For the recordal of an assent, the written request is to be authorised by each personal representative of the deceased.</li> </ul>

## 5. Cross-IP

S/N	Relevant IP	Process Change	Details										
			<p><u>Streamlined definition of “relevant parties” for seeking authorisation for registrable transactions</u></p> <ul style="list-style-type: none"> <li>To facilitate requestors in seeking authorisation from the “relevant parties” in their applications to record registrable transactions, the definition of “relevant parties” for the following registrable transactions across the Patents, Registered Designs and Trade Marks regimes will be harmonised:</li> </ul> <table border="1"> <thead> <tr> <th>Registrable Transaction</th> <th>Relevant Party</th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>Assignor(s)</td> </tr> <tr> <td>Licence</td> <td>Grantor(s) of the licence/sub-licence</td> </tr> <tr> <td>Security interest</td> <td>Grantor(s) of the mortgage/security interest</td> </tr> <tr> <td>Assent</td> <td>Personal representative(s) of the deceased</td> </tr> </tbody> </table> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>These changes will apply to applications for registrable transactions lodged on or after the implementation date.</li> </ul>	Registrable Transaction	Relevant Party	Assignment	Assignor(s)	Licence	Grantor(s) of the licence/sub-licence	Security interest	Grantor(s) of the mortgage/security interest	Assent	Personal representative(s) of the deceased
Registrable Transaction	Relevant Party												
Assignment	Assignor(s)												
Licence	Grantor(s) of the licence/sub-licence												
Security interest	Grantor(s) of the mortgage/security interest												
Assent	Personal representative(s) of the deceased												
8.	<b>Geographical Indications, Plant Varieties Protection</b>	<b>Changing default mode for filing and service of forms/documents on the Registrar</b>	<ul style="list-style-type: none"> <li>This change is to facilitate the transition of the mode for the filing and service of forms and documents on the Registrar under the Geographical Indications and Plant Varieties Protection regimes to be made via the electronic online system (i.e., the IPOS Digital Hub) at a later phase.</li> <li>Currently, the default mode for the filing and service of forms and documents on the Registrar of Geographical Indications and Plant Varieties Protection is either by post or hand. The current alternative mode is via FormSG, as communicated in</li> </ul>										



5. Cross-IP			
S/N	Relevant IP	Process Change	Details
			<p>the <a href="#">Registries Practice Direction No. 1 of 2021</a>.</p> <ul style="list-style-type: none"> <li>Before the electronic online system for the Registries of Geographical Indications and Plant Varieties Protection is introduced at a later phase, FormSG will replace the current modes of either by post or hand to serve as the default mode of filing and service of forms and documents on the Registrar.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>FormSG will serve as the default mode for the filing and service of forms and documents on the Registrar of Geographical Indications and Plant Varieties Protection on or after the implementation date.</li> <li>More details on the filing and service of forms and documents under these regimes will be communicated in April 2022.</li> </ul>
9.	Patents, Registered Designs	Changing the frequency for publication of Patents and Designs Journal	<ul style="list-style-type: none"> <li>The frequency for the publication of the Patents and Designs Journals will progressively be increased from a monthly to a weekly basis.</li> <li>Circulars will be issued if there is a change in publication frequency.</li> </ul> <p><u>How/When will this apply?</u></p> <ul style="list-style-type: none"> <li>This will apply to Journals published on or after the implementation date.</li> </ul>

## 6. Merging of Forms

### Details

- This change is to make transacting and filing easier, as forms that are currently used for certain transactions will be merged into existing Registry-specific, common or dispute resolution forms, as follows:

#### *Patents*

Description of Affected Function	Current Form	New Form
Payment of renewal fee and any additional fee after entry is made in register to effect that licences under patent are to be available as of right	Patents Form 53	Patents Form 15

#### *Trade Marks (Dispute Resolution)*

Description of Affected Function	Current Form	New Form
Request an extension of time to file a notice of opposition	Form TM48	Form HC3

#### *Trade Marks and Geographical Indications (Common Form)*

Description of Affected Function	Current Form	New Form
Certifying document issued by IPOS (with physical signature and seal)	Nil	CM12

#### *Geographical Indications (Common Forms)*

Description of Affected Functions	Current Form	New Form
Request to appoint, change or remove agent	GI5	CM1
Application to change name or other particular of applicant, registrant or other party	GI6	CM2
Application, by person other than registrant, to cancel registration of geographical indication	GI4	CM3
Application by registrant to cancel registration of geographical indication	GI7	
Application to amend application for registration of geographical indication (other than change of name, address or particulars of applicant)	GI2	CM4
Application by registrant to rectify entry in register (other than to name, address or other particulars of registrant)	GI2	
Application, by person other than registrant, to rectify entry in register (other than to name, address or other particulars of that person)	GI4	

## 6. Merging of Forms

Application to correct or rectify particular of applicant or registrant or other party in application or register	GI6	
Request to amend application, notice or other document to correct error or obvious mistake	GI8	
Request for extension of time for matters not relating to inter partes proceedings	GI9	CM5
Application to transfer registration of registered geographical indication	GI10	CM8
Request for withdrawal of application for registration of geographical indication	GI12	CM9
Request for certified copy of entry in register, certified extract from register or certified copy of form pertaining to application for registration	GI11	CM12
Certifying document issued by Registrar	-	CM12
Request to continue processing application that was treated as abandoned	GI3	CM13

### *Geographical Indications (Dispute Resolution Matters)*

Description of Affected Function	Current Form	New Form
Attending hearing and obtaining decision	GI15	HC1
Attending opposition hearing and obtaining decision		
Request for extension of time to file notice of objection or counter-statement	GI17	HC3
Request for extension of time in opposition proceedings (other than in respect of opposition to registration of geographical indication) to file notice of opposition or counter-statement		
Request for extension of time in opposition proceedings (other than in respect of opposition to registration of geographical indication) to file statutory declaration		
Request for extension of time in proceedings in respect of opposition to registration of geographical indication, to file notice of opposition, counter-statement, or statutory declaration in support of or in opposition to the registration		
Request for extension of time in inter partes proceedings		
Request for grounds of decision for objection proceedings in respect of amendment of application for registration of geographical indication which has been published	GI14	HC5

## 6. Merging of Forms

Request for grounds of decision for opposition proceedings in respect of registration of geographical indication		
Request for grounds of decision for opposition proceedings in respect of request for qualification of rights conferred under Act in respect of geographical indication		
Request for grounds of decision for opposition proceedings in respect of application to rectify entry in register in respect of registered geographical indication		
Request for grounds of decision for opposition proceedings in respect of application to cancel registration of registered geographical indication		
Filing of counter-statement to notice of opposition to application to correct error or mistake in application	GI18	HC6
Filing of counter-statement to notice of objection to amendment of application for registration of geographical indication which has been published		
Filing of counter-statement to notice of opposition to registration of geographical indication		
Filing of counter-statement to notice of opposition to request for qualification of rights conferred under Act in respect of geographical indication		
Filing of counter-statement to notice of opposition to application to rectify entry in register in respect of registered geographical indication		
Filing of counter-statement to notice of opposition to application to cancel registration of registered geographical indication		

### How/When will this apply?

Any submissions made relating to the functions above on or after the implementation date must be made via the new prescribed forms.

## **Annex B: Fee Updates**

All fee updates, except otherwise indicated, would come into effect on 29 April 2022.

The fee updates are organised as follows:

- A. [Patents Form and Fee Updates](#)
- B. [Trade Marks Fee Updates](#)
- C. [Registered Designs Fee Updates](#)
- D. [Plant Varieties Protection Fee Updates](#)
- E. [Geographical Indications Form and Fee Updates](#)
- F. [Hearings and Mediation Fee Updates](#)
- G. [Cross-IP Form and Fee Updates](#)

## A. Patents Form and Fee Updates

- Fee Updates

Form	Description	Current Fee (SGD)	New Fee (SGD)
PF1	Request for grant of patent	\$160	\$170
PF10	Request for search report or supplementary search report	\$1,650	\$1,735
PF11	Request for search and examination report		
	(a) in a case where the International Search Report or International Preliminary Examination Report has been established by IPOS (for PCT application entering national phase)	\$1,650, plus \$40 per excess claim, if applicable.	\$1,750, plus \$40 per excess claim, if applicable.
	(b) in any other case	\$1,950, plus \$40 per excess claim, if applicable.	\$2,050, plus \$40 per excess claim, if applicable.
PF12	Request for examination report	\$1,350, plus \$40 per excess claim, if applicable.	\$1,420, plus \$40 per excess claim, if applicable.
PF12B	Request for examination review report	\$1,350	\$1,420
PF14	Payment of fee for grant of patent for all applications other than applications where the application for a patent is lodged before 14 February 2014 and has a date of filing before 1 July 2004	\$200, plus \$40 per excess claim, if applicable.	\$210, plus \$40 per excess claim, if applicable.
PF15	Payment of renewal fee		
	(a) for each year of renewal in respect of the 5th, 6th or 7th year of the patent	\$140	\$165
	(b) for each year of renewal in respect of the 8th, 9th or 10th year of the patent	\$370	\$430
	(c) for each year of renewal in respect of the 11th, 12th or 13th year of the patent	\$520	\$600
	(d) for each year of renewal in respect of the 14th, 15th or 16th year of the patent	\$670	\$775

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Form	Description	Current Fee (SGD)	New Fee (SGD)
	(e) for each year of renewal in respect of the 17th, 18th or 19th year of the patent	\$820	\$945
	(f) for renewal of the 20th year of the patent	\$970	\$1,120
	(g) for each year of renewal after the 20th year of the patent	\$1,200	\$1,380
	Payment of renewal fee after entry is made in register to effect that licences under patent are to be available as of right  [see also: <i>Merging forms</i> under "Cross-IP" in Annex A]		
	(a) for each year of renewal in respect of the 5th, 6th or 7th year of the patent	\$70	\$82.50
	(b) for each year of renewal in respect of the 8th, 9th or 10th year of the patent	\$185	\$215
	(c) for each year of renewal in respect of the 11th, 12th or 13th year of the patent	\$260	\$300
	(d) for each year of renewal in respect of the 14th, 15th or 16th year of the patent	\$335	\$387.50
	(e) for each year of renewal in respect of the 17th, 18th or 19th year of the patent	\$410	\$472.50
	(f) for renewal of the 20th year of the patent	\$485	\$560
	(g) for each year of renewal after the 20th year of the patent	\$600	\$690
<b>PF20</b>	Payment of additional fee and renewal fee for restoration of patent	\$300 plus	\$300 plus
	(a) for each year of renewal in respect of the 5th, 6th or 7th year of the patent	\$140	\$165
	(b) For each year of renewal in respect of the 8th, 9th or 10th year of the patent	\$370	\$430

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Form	Description	Current Fee (SGD)	New Fee (SGD)
	(c) for each year of renewal in respect of the 11th, 12th or 13th year of the patent	\$520	\$600
	(d) for each year of renewal in respect of the 14th, 15th or 16th year of the patent	\$670	\$775
	(e) for each year of renewal in respect of the 17th, 18th or 19th year of the patent	\$820	\$945
	(f) for renewal of the 20th year of the patent	\$970	\$1,120
	(g) for each year of renewal after the 20th year of the patent	\$1,200	\$1,380
<b>PAA</b>	Application for registration as a Singapore Patent Agent	\$150	\$250
<b>PAD</b>	Request to correct an error /Notice of change of particulars	\$20	\$40

- **Form and Fee Updates**

Current			New		
Form	Description	Fee (SGD)	Form	Description	Fee (SGD)
<b>PF37</b>	Entry into National Phase	\$200	<b>PF37</b>	Entry into National Phase	\$210
<b>PF38</b> [see also: <i>Removing form and accompanying fees for publication of international application in English under "Patents" in Annex A</i> ]	Payment of fee for publication of translation of international application and/or any amendment to international application	\$70	Form and fee removed  [see also: <i>Removing form and accompanying fees for publication of international application in English under "Patents" in Annex A</i> ]		

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## B. Trade Marks Fee Updates

Form	Description	Current Fee (SGD)	New Fee (SGD)
<b>TM4</b>	Application to register a trademark, collective mark or certification mark		
	(a) for classes whose specifications are not fully adopted from pre-approved database	\$341 per class of goods or services	\$380 per class of goods or services
	(b) for classes whose specifications are fully adopted from pre-approved database	\$240 per class of goods or services	\$280 per class of goods or services
<b>TM19</b>	Application for renewal / restoration of registration		
	(a) renewal of registration (on or before expiry)	\$380 per class of goods or services	\$440 per class of goods or services
	(b) late renewal of registration	\$560 per class of goods or services	\$645 per class of goods or services
	(c) restoration of registration	\$610 per class of goods or services	\$705 per class of goods or services
<b>TM27</b>	Application to amend a trade mark application or registration (excluding change of name, address, or address for service):  Entry of disclaimer or limitation to a trade mark registration	\$35 in respect of each trade mark number	\$40 in respect of each trade mark number
-	Application to register an international registration/subsequent designation of trade mark, collective mark or certification mark designating Singapore through the Madrid Protocol <sup>5</sup>	\$341 per class of goods or services	\$380 per class of goods or services
<b>MP1</b>	Request to transform an international registration into national application	\$341 per class of goods or services	\$380 per class of goods or services
-	Application for renewal of an international registration/subsequent designation of trade mark, collective mark or certification mark designating Singapore through the Madrid Protocol <sup>5</sup>	\$380 per class of goods or services	\$440 per class of goods or services

<sup>5</sup> This fee update will come into effect on 8 May 2022.

### C. Registered Designs Fee Updates

Form	Description	Current Fee (SGD)	New Fee (SGD)
D3	Application for registration of a design under Section 11 of the Act	\$250	\$200

## D. Plant Varieties Protection Fee Updates

Form	Description	Current Fee (SGD)	New Fee (SGD)
<b>PVP11</b> [see also: <i>Introducing late payment of annual fee to maintain grant of protection under “Plant Varieties Protection” in Annex A</i> ]	Payment of annual fee and submission of information under section 24(3) of the Act	\$100	\$150
	Payment of late fee under section 24(4) of the Act –		
	(a) Not exceeding one month	NA	\$15
	(b) Not exceeding two months	NA	\$45
	(c) Not exceeding three months	NA	\$75
	(d) Not exceeding four months	NA	\$105
	(e) Not exceeding five months	NA	\$135
	(f) Not exceeding six months	NA	\$165
<b>PVP13</b>	Application for the cancellation of a grant of protection	\$50	\$0
<b>PVP14</b>	Notice of renunciation of a grant of protection	\$50	\$0
<b>PVP16</b>	Application for a certified copy of an entry in the Register or a certified extract from the Register under section 40(3) of the Act	\$30	\$40
<b>PVP17</b>	Filing of an order, declaration or certificate of the Court with the Registrar (other than in relation to an application under PVP 12 or PVP 13)	\$50	\$80
<b>PVP18</b>	Request for publication of matters under section 15(i)	\$75	\$100

## E. Geographical Indications Form and Fee Updates

- **Fee Updates**

Form	Description	Current Fee (SGD)	New Fee (SGD)
<b>GI1</b>	Application to register a geographical indication	\$1,000	\$1,500

- **Form and Fee Updates**

Current			New		
Form	Description of form and affected functions	Fee (SGD)	Form	Description of affected functions	Fee (SGD)
<b>GI5</b>  [see also: <i>Merging of forms</i> under Annex A]	Request to appoint, change or remove agent	\$8.50	<b>CM1</b>	Request to appoint, change or remove an agent	\$0
<b>GI6</b>  [see also: <i>Merging of forms</i> under Annex A]	Application to change or correct name, address, Singapore address for service, or other particulars of the applicant, agent, registrant or other party	\$13	<b>CM2</b>	Application to <u>change</u> name or other particular of applicant, registrant or other party	\$0
			<b>CM4</b>	Application to <u>correct or rectify</u> particular of applicant or registrant or other party in application or register	\$50
<b>GI11</b>  [see also: <i>Merging of forms</i> under Annex A]	Request for a certified hard copy of an entry in the Register or a certified extract from the Register	\$35	<b>CM12</b>	Request for certified copy of entry in register, certified extract from register or certified copy of form pertaining to application for registration	Soft copy: \$28 Hard copy: \$35

## F. Hearings and Mediation Fee Updates

Form	Description	Current Fee (SGD)	New Fee (SGD)
<b>HC1</b> [see also: <i>Merging of forms</i> under Annex A]	Notice of attendance at hearing <i>(Will be renamed as "Hearing and decision")</i>		
	For Patents, Designs and Geographical Indications	\$715	\$1,000
	For Trade Marks	\$715 per class of goods or services	\$1,000 for first class and \$800 for each of second and subsequent classes
<b>HC3</b> [see also: <i>Merging of forms</i> under Annex A]	Request for extension of time		
	For Patents and Designs,		
	(a) for first extension of that period	No fee payable	No fee payable
	(b) for second or any subsequent extension of that period	\$100	\$120
	For Trade Marks,		
	(a) extension in relation to counter-statement	No fee payable	No fee payable
	(b) extension in relation to evidence	\$100 per class of goods or services	\$120 per class of goods or services
	(c) extension in relation to taxation matters and others	\$100	\$120
	For Geographical Indications	\$100	\$120
<b>TM11</b>	Notice of opposition	\$374 per class of goods or services	\$420 per class of goods or services
<b>TM28</b>	Application for revocation, invalidation or rectification	\$357 per class of goods or services	\$420 per class of goods or services
-	Filing of notice of opposition to an application for correction of an error or mistake for Designs	NA	\$400

## G. Cross-IP Form and Fee Updates

Relevant IP	Description of affected function(s)	Current		New	
		Form	Fee (SGD)	Form	Fee (SGD)
<b>Patents, Trade Marks, Registered Designs</b>  [see also: <i>Updating the procedure for requests to correct or rectify a person's name or other particulars</i> under "Cross-IP" in Annex A]	Request to change name, address and Singapore address for service of agent, applicant, proprietor or other interested person:  For a request for correction of name, address and Singapore address for service of agent, applicant, proprietor or other interested person  <i>(Other functions of Form CM2 are not affected)</i>	<b>CM2</b>	\$0	<b>CM4</b>	\$50
<b>Patents, Registered Designs</b>  [see also: <i>Streamlining procedures relating to application for registration of transactions</i> under "Cross-IP" in Annex A]	Application to Register Transfer of Ownership:  For making an assent in relation to a right in a registered patent or design or an application for registration of a patent or design	<b>CM8</b>	\$70	Nil  (Written request via FormSG)	\$0
<b>Trade Marks</b>	Request for reinstatement of rights:  (a) Rights which are abrogated; (b) Things which have ceased to be in force	<b>CM13</b>	\$100	Nil  (Written request via FormSG)	\$0