

**IN THE REGISTRIES OF PATENTS, TRADE MARKS, REGISTERED DESIGNS, PLANT
VARIETIES PROTECTION AND GEOGRAPHICAL INDICATIONS
INTELLECTUAL PROPERTY OFFICE OF SINGAPORE**

REGISTRIES PRACTICE DIRECTION NO. 1 OF 2023

HOURS OF BUSINESS AND EXCLUDED DAYS

This Practice Direction is issued by the Registrar under Section 111 of the Patents Act 1994, Section 78 of the Trade Marks Act 1998, Section 64 of the Registered Designs Act 2000, Section 51 of the Plant Varieties Protection Act 2004 and Section 35 of the Geographical Indications Act 2014 to specify the hours of business of the Registries and the days which are to be treated as excluded days.

This Practice Direction will come into effect on 12th day of May 2023.

A. Hours of Business

1. Where the business of giving, sending, filing or service of a notice, direction, or other document other than by sending an electronic communication using the electronic online system or by any other electronic means to the Registrar or any party is permitted under the Patents Act 1994 and Rules, the Trade Marks Act 1998 and Rules, the Registered Designs Act 2000 and Rules, the Plant Varieties Protection Act 2004 and Rules, and the Geographical Indications Act 2014 and Rules 2019 (collectively, the "IP Acts and Rules"), the hours of business of the Registries for such business is 8.30am to 5.30pm from Monday to Friday, except on a day which is an excluded day for such business.

B. Excluded Days

Excluded Days for Different Classes of Business

1. The following days are excluded days for all purposes under the IP Acts and Rules:
 - (a) all Sundays; and
 - (b) all public holidays.
2. Subject to paragraph B.1, the following days are excluded days for any business under the IP Acts and Rules, where the time for doing the business expires on that date and where the business was not done by the date upon which the time for such business expires:
 - (a) the eve of New Year's Day;
 - (b) the eve of the first day of Chinese New Year;
 - (c) the eve of Christmas Day; and
 - (d) all Saturdays.



Effect of Excluded Days on Expiry of Time Periods

3. If the last day of a time period or limit as prescribed in the IP Acts and Rules falls on any of the excluded days referred to in paragraph B.1 or B.2, it will be extended to the next following day which is not such excluded day.
4. The above will apply to the following non-exhaustive list of time periods or limits:
 - (a) Responding to deficiency letters or examination reports;
 - (b) Renewing a patent, trade mark, registered design, plant variety protection or geographical indication;
 - (c) Submitting requests for continued processing or reinstatement;
 - (d) Filing notices of opposition or requests for extension of time to file a notice of opposition;
 - (e) Claiming of priority for applications filing through IPOS to register a patent, trade mark, registered design, or plant variety protection¹.

Effect of Excluded Days on Date of Filing for IP Applications Filed

5. If an IP application² is filed³ on any of the excluded days referred to in paragraph B.1, that application will be accorded a date of filing of the next following day that is not such excluded day insofar as the applicable requirements are met⁴.
6. If an IP application is filed on any of the excluded days referred to in paragraph B.2, that application (including those for which priority is intended to be claimed) will be accorded a date of filing of that day when the application is filed insofar as the applicable requirements are met.

C. Previous Practice Directions Superseded

1. This Practice Direction supersedes the following Practice Directions:
 - (a) “Practice Direction No. 1 of 2009 – Hours of Business and Excluded Days”, issued by the Registrar of Patents
 - (b) “Practice Direction No. 1 of 2009 – Hours of Business and Excluded Days”, issued by the Registrar of Trade Marks
 - (c) “Practice Direction No. 1 of 2009 – Hours of Business and Excluded Days”, issued by the Registrar of Designs
 - (d) “Practice Direction No. 1 of 2009 – Hours of Business and Excluded Days”, issued by the Registrar of Plant Varieties

¹ This also applies to the filing of an international application for a patent with Singapore as the receiving Office.

² IP application includes applications for patents, trade marks, registered designs, plant varieties protection and geographical indications.

³ The default filing mode for the relevant IP will be as communicated in the [Practice Direction on IPOS' Electronic Online System \(EOS\) and Alternative Filing Modes](#). As part of IPOS' emergency procedures, an alternative filing mode may also be availed for IP whose default filing mode is via the EOS. For applications filed via an alternative filing mode, IPOS will send an electronic payment link (where applicable) with payment instructions upon IPOS' successful receipt and verification of the application. IPOS will deem the fees for such applications filed as paid on the date of lodgement of the application unless actual payment is not made by the specified deadline in our payment instructions.

⁴ World Intellectual Property Organization (WIPO)'s online portal for filing and managing patent applications, ePCT, remains available for transacting with Singapore as the receiving Office. The date of filing for international patent applications filed via ePCT could be accorded on the day when the application is lodged insofar as the applicable requirements, as prescribed by WIPO are met.



- (e) “Practice Direction No. 2 of 2015 – Excluded Days (Eves of New Year’s Day, Chinese New Year and Christmas Day)”, issued by the Registrar of Trade Marks, Patents, Designs and Plant Varieties
- (f) “Practice Direction No. 1 of 2019 – Hours of Business and Excluded Days”, issued by the Registrar of Geographical Indications

Dated this 10th day of May 2023



RENA LEE
REGISTRAR
REGISTRIES OF PATENTS, TRADE MARKS, REGISTERED DESIGNS, PLANT VARIETIES
PROTECTION AND GEOGRAPHICAL INDICATIONS

