

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

**PRACTICE DIRECTION NO. 1 OF 2021**

**ALTERNATIVE FILING MODES AND SERVICE OF DOCUMENTS**

This Practice Direction is issued by the Registrar under Rules 96A(2), 96A(3) and 97(3A) of the Patents Rules, Rules 3A(3), 7(3A) and 78A(3) of the Trade Marks Rules, Rules 3A(3), 6(3A) and 58A(3) of the Registered Designs Rules, Rules 5(2)(b) and 7(4) of the Plant Varieties Protection Rules, and Rules 4(3) and 9(3A) of the Geographical Indications Rules 2019 to specify the updated practice to be adopted with regard to alternative filing modes and service of documents.

This Practice Direction will supersede Practice Direction No. 3 of 2020. It contains the following updates:

- 1) That unless otherwise specified by the Registrar, IP<sup>2</sup>SG must be used by parties for giving or sending to, filing with or serving on the Registrar or the Registry any document for any transaction done under the Patents, Trade Marks, or Registered Designs Acts and Rules.
- 2) Removal of the section "Filing Documents via the Service Bureau", following the removal of the Service Bureau provisions pursuant to the Patents (Amendment) Rules 2021, Trade Marks (Amendment) Rules 2021, and Registered Designs (Amendment) Rules 2021.

Dated this 10<sup>th</sup> day of September 2021.



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

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## PART I INTRODUCTION

### 1. Citation

This Practice Direction may be cited as the Practice Direction No. 1 of 2021.

### 2. Commencement

The effective date of this Practice Direction is 1 October 2021.

### 3. Default Filing Modes

#### For Patents, Trade Marks and Designs

(1) For any transaction under the Patents, Trade Marks, and Registered Designs Acts and Rules, parties must give or send to, file with or serve on the Registrar documents using the Electronic Online System (“EOS”), which is commonly referred to as IP<sup>2</sup>SG.

(2) For more information on the practices to be adopted when using the EOS, please refer to the latest IP<sup>2</sup>SG Practice Direction.

#### For Plant Varieties Protection and Geographical Indications

(3) For any transaction under the Plant Varieties Protection and Geographical Indications Acts and Rules, the default mode through which parties shall give or send to, file with or serve on the Registrar documents will be by hand or post.

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## PART II ALTERNATIVE FILING MODES

### 1. Alternative Filing Modes

For Patents, Trade Marks and Designs

(1) The following forms and/or documents may be submitted via FormSG<sup>1</sup>:

<b>Patents</b>	National Security Clearance under Section 34, Request to Compound Offence for the purpose of National Security Contravention under Section 34, Purchase of a Copy of the Patents Journal.
<b>Trade Marks</b>	MP2, MM22, MM24, Request for Certifying Office Copies, Manuscripts or Printed Matter, Purchase of a Copy of the Trade Marks Journal, Request to Record Logogram, Assent by Personal Representatives.
<b>Designs</b>	Nil.

(2) Unless otherwise specified by the Registrar, the alternative filing mode for forms and/or documents not mentioned in the above paragraph will only be accepted via FormSG when the EOS is unavailable for extended periods (e.g., due to failure of the EOS server). In such a scenario, a message on unavailability of the EOS will be placed on the IPOS website and the IP<sup>2</sup>SG website, and communicated to IP<sup>2</sup>SG Account Holders via email.

(3) In the event that both the EOS and FormSG are unavailable, applicants should submit forms and/or documents via email to [ip2sg@ipos.gov.sg](mailto:ip2sg@ipos.gov.sg).

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<sup>1</sup> FormSG is a form builder tool developed by GovTech's Data Science & Artificial Intelligence Capability Centre, enabling Government agencies such as IPOS to create digital government forms that capture data, with the goal of replacing paper forms.

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**Intellectual Property Office of Singapore**

1 Paya Lebar Link, #11-03  
PLQ 1, Paya Lebar Quarter  
Singapore 408533

**T** +65 6339 8616  
**F** +65 6339 0252  
**W** [www.ipos.gov.sg](http://www.ipos.gov.sg)

For Plant Varieties Protection and Geographical Indications

(7) The following forms and/or documents may be submitted via FormSG:

<b>Plant Varieties Protection</b>	PVP1, PVP2, PVP3, PVP-TQ, PVP4, PVP5, PVP6, PVP7, PVP8, PVP9, PVP10, PVP11, PVP12, PVP13, PVP14, PVP15, PVP16, PVP17, PVP18, PVP19.
<b>Geographical Indications</b>	GI1, GI2, GI3, GI4, GI5, GI6, GI7, GI8, GI9, GI10, GI11, GI12, GI13, GI14, GI15, GI16, GI17, GI18, Request for Certifying Office Copies, Manuscripts or Printed Matter, Purchase of a Copy of the Geographical Indications Journal.

## 2. Procedure for Submissions via FormSG

(1) Instructions for submissions via FormSG will be provided on the IPOS website. Applicants are to abide by the instructions and duly complete all mandatory fields in FormSG.

(2) If an applicant intends to submit an attachment which exceeds the maximum file size limit allowable by FormSG, the attachment(s) should be split into parts not exceeding 100 megabytes and submitted separately. However, if the number of parts exceeds three (3), the applicant should contact IPOS at 6339 8616 for further directions before the attachment(s) are split and filed.

(3) Following IPOS's verification that the submission meets the requirements set out in the relevant Acts and Rules and that payment is required, applicants will be provided with an electronic link through which payment must be made by the specified deadline.

(4) A receipt and tax invoice will be generated and issued via email upon successful completion of the payment.

## 3. Requirements on Size, Presentation, Formatting, Legibility etc. of Documents Served on the Registrar

(1) Documents served on the Registrar must be in writing that is legible and permanent.

(2) *(For Patents, Trade Marks, and Designs only)* Documents served on the Registrar by means other than the EOS must comply with the instructions prescribed in the latest IP<sup>2</sup>SG Practice Direction, Part II, Sections 5 to 9.

(3) Documents that are permitted to be served on the Registrar by hand or post must be filed using durable A4 size paper.

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