

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

**INTRODUCTION**

1. As part of a government-wide initiative and in line with Singapore's ongoing Smart Nation efforts to leverage new technologies, IPOS Digital Hub will be migrating to the Government on Commercial Cloud platform from 1 to 13 May 2024. During this period, IPOS Digital Hub and IPOS Go mobile app will be unavailable. To facilitate the migration, this period has been specified as excluded days in Registries Practice Direction No. 1 of 2024 on 1 April 2024 (“**PD No. 1 of 2024**”).
2. In response to feedback received from stakeholders, the Registrar issues this Practice Direction No. 2 of 2024 to further specify 14 to 16 May 2024 as excluded days. This is to allow users to progressively carry out transactions on IPOS Digital Hub and IPOS Go mobile app following the resumption of these services on 14 May 2024.
3. Accordingly,
  - (a) During the period of 1 to 13 May 2024 when IPOS Digital Hub and IPOS Go mobile app are unavailable, no transactions may be carried out on IPOS Digital Hub and IPOS Go mobile app. Any deadline falling during this period will be extended to 17 May 2024. However, to minimise disruption, certain transactions as specified below can still be carried out through alternative filing modes. For these transactions, 2 to 4 May, 6 to 11 May and 13 May 2024 are not excluded days. As an illustration, a party filing a trade mark can still secure a filing date on these dates.
  - (b) During the period of 14 to 16 May 2024, all transactions are to be carried out on IPOS Digital Hub and IPOS Go mobile app but if any deadline within this period is missed, such deadline will be extended to 17 May 2024.
  - (c) While transactions for new applications are allowed, to protect applicants, any time limit for claiming of priority which fall within 1 to 16 May 2024, and which is missed, will be extended to 17 May 2024.
4. The details regarding the above are set out in the Practice Direction below. This Practice Direction shall supersede PD No. 1 of 2024.



## REGISTRIES PRACTICE DIRECTION NO. 2 OF 2024

### EXCLUDED DAYS

5. Pursuant to the relevant provisions of the IP Acts,<sup>1</sup> the Registrar issues this Practice Direction to specify that the periods of (i) 1 to 13 May 2024, and (ii) 14 to 16 May 2024, are excluded days in accordance with Section A and Section B of this Practice Direction, respectively.

#### A. Excluded Days from 1 to 13 May 2024

6. IPOS Digital Hub and IPOS Go mobile app will be unavailable. The Registrar therefore specifies that 1 to 13 May 2024 (both dates inclusive) are excluded days for all business under the IP Acts and Rules,<sup>2</sup> except for the types of business (defined as “Transactable Business” for the purpose of this Practice Direction) set out in the table below.

S/N	Form	Description
1	TM4	Application to register a trade mark, collective mark or certification mark
2	MM2(E)	Application for international registration governed exclusively by the Madrid Protocol
3	PF1	Request for the grant of a patent
4	D3	Application for registration of a design under section 11 of the Registered Designs Act 2000
5	PVP3	Application for grant of protection under section 13 of the Plant Varieties Protection Act 2004
6	GI1	Application to register geographical indication
7	CM6	Application to register, amend or terminate licence
8	CM7	Application to register, amend or terminate security interest
9	CM8	Application to register transfer of ownership
10	-	Assent by personal representatives
11	-	Filing of order of court
12	-	Written authority sought under section 34 of the Patents Act 1994
13	-	Conduct of case management conferences, pre-hearing reviews and hearings; and the submission of related documents, which relates to: i. correspondence to inform or update on the person(s) attending case management conferences or pre-hearing reviews or request a vacation of the proceedings; ii. written submissions and bundle(s) of authorities; iii. additional or supplementary written submissions and bundle(s) of authorities; and iv. rebuttal or reply written submissions and bundle(s) of authorities.

<sup>1</sup> The relevant provisions of the IP Acts are: 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.

<sup>2</sup> IP Acts and Rules refer to 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.

7. The Transactable Business can be carried out via these alternative filing modes:
  - a. Items S/N 1 to 12: FormSG (<https://go.gov.sg/alternativefilingmode>).
  - b. Item S/N 13: Email [ipos\\_hmd@ipos.gov.sg](mailto:ipos_hmd@ipos.gov.sg).
8. For Transactable Business, 2 to 4 May, 6 to 11 May and 13 May 2024 are not excluded days.<sup>3</sup>

#### **B. Excluded Days from 14 to 16 May 2024**

9. On 14 May 2024, IPOS Digital Hub and IPOS Go mobile app will resume service. From 14 May 2024, the alternative filing modes specified in paragraph 7 above will no longer be available. All transactions (including Transactable Business) must be made on IPOS Digital Hub and IPOS Go mobile app in accordance with [IPOS Digital Hub Practice Direction No. 2 of 2023](#).
10. The Registrar further specifies that 14 to 16 May 2024 (both dates inclusive) are excluded days for all business under the IP Acts and Rules, where the time for doing the business expires on any of these dates and where the business was not done by the date upon which the time for such business expires.

#### **C. Effects of Excluded Days**

##### Date of Filing

11. Transactable Business submitted through the relevant alternative filing mode on 2 to 4 May, 6 to 11 May and 13 May 2024 will be accorded a date of filing of that date when the Transactable Business is filed insofar as the applicable requirements are met.
12. Transactable Business submitted through the relevant alternative filing mode on 1, 5 and 12 May 2024 will be accorded a date of filing of the next following day insofar as the applicable requirements are met.<sup>4</sup>
13. Transactions (including the Transactable Business) submitted on IPOS Digital Hub and IPOS Go mobile app during the period of 14 to 16 May 2024 will be accorded a date of filing of that date when the transaction is filed insofar as the applicable requirements are met.

##### Expiry of Time Periods

14. 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 from 1 to 16 May 2024, it will be extended to the next following day which is not an excluded day, i.e., to 17 May 2024. Examples of such time periods or limits include the following, which are non-exhaustive:
  - a. Responding to deficiency letters or examination reports.
  - b. Renewing a patent, trademark, registered design, plant variety protection or geographical indication.
  - c. Submitting requests for continued processing or reinstatement.
  - d. Filing notices of oppositions or requests for extension of time to file a notice of opposition.

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<sup>3</sup> 1 May, being a public holiday; and 5 May and 12 May being Sundays, remain excluded days for all business, whether Transactable Business or otherwise.

<sup>4</sup> 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.



15. The Transactable Business includes applications for trade marks, patents, designs and plant varieties (see S/N 1-5 of the table at paragraph 6), which may contain declarations of priority. For an application that contains a declaration of priority, with a time limit to claim priority that expires during the period of 1 to 16 May 2024 (“priority deadline”):
- a. Where the application is made on or before the priority deadline, it will be accorded a date of filing in accordance with paragraphs 11, 12 and 13 above.
  - b. Where the application is not made by its priority deadline, that day – being the day on which the priority deadline expires – shall then be considered an excluded day for the application. This means that the priority deadline is extended to 17 May 2024. However, should such application be subsequently filed on any day before 17 May 2024, the date of filing will still be given in accordance with paragraphs 11, 12 and 13 above.<sup>5</sup>

**D. Registries Practice Direction No. 1 of 2023**

16. This Practice Direction (No. 2 of 2024) is effective only for the period of 1 to 16 May 2024 (both dates inclusive). For all other periods, Registries Practice Direction No. 1 of 2023 continues to apply in full force.<sup>6</sup>

Dated this 8<sup>th</sup> day of May 2024



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

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<sup>5</sup> To illustrate:

- a. Where the time limit for claiming of priority expires on 6 May 2024, and the application is not filed by 6 May 2024, the time limit for claiming of priority is extended to 17 May 2024.
- b. Should this application be filed on 8 May 2024, the application will be taken to have been done on 8 May 2024.

<sup>6</sup> Registries Practice Direction No. 1 of 2023 (on hours of business and excluded days) specify that i) all Saturdays shall be treated as 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 on that date, and ii) all Sundays and public holidays shall be excluded for all purposes under the IP Acts and Rules.

