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| I / We, |  | | | |
| of |  | | | (Name of firm, if applicable), |
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| Our reference number for the attached paper submission(s) is | | |  | |
|  | | | | |
| Application No. / PCT Application No. : | |  | |  |

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| **Form/Document** | **Total no. of pages of document(s) accompanying the form/ Total no. of pages of document** | | | | | **Service Bureau (SB) surcharge \*** | | |
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| **Payment Details** | | | | **Payment Mode (Select one)** | | | | |
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| Amount Paid (including Official Fees): | | **S$** |  |  | GIRO | |  |
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| * I understand that I will need to make full payment of all relevant fees [Official Fee(s) and Service Bureau surcharges] and that should payment be insufficient, IPOS shall reserve the right to deduct the correct amount from my GIRO account/ follow up with the necessary procedures to obtain the correct amount. If I had made payment by cheque and payment is insufficient, I understand that all my paper submissions will not be taken as filed and will be returned to me. |

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**Notes:**

1. CM12 filed under Patents Rule 118 is NOT subjected to SB surcharges.
2. Cover letters included in the attached documents are NOT subjected to SB surcharges
3. Forms not listed in the above table are not filed under the Service Bureau and hence SB surcharges do not apply.

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