

Removal of Issuance of Acknowledgement Letters for Electronically Filed Trade Mark Applications and Automation of Formalities Check

(Circular No. 9/2016, dated 1 Nov 2016)

We would like to inform that with effect from 3 December 2016, acknowledgement letters for electronically filed trade mark applications will no longer be issued, in view that trade mark application numbers are immediately allocated upon successful online submission.

We will also be automating formalities check of electronically filed trade mark applications to achieve a more expeditious registration process. In order to secure a filing date for your trade mark application, we wish to remind our applicants to ensure that the following essential filing requirements under [Section 5\(2\)](#) of the Trade Marks Act are met:

- Indication of your name and address
- A clear graphical representation of your mark whereby all the elements of the mark can be seen
- A list of goods and/or services that you are registering in relation to the mark
- A declaration of your use of or intention to use the trade mark
- Fees are paid