

IN THE REGISTRY OF TRADE MARKS, INTELLECTUAL PROPERTY OFFICE OF  
SINGAPORE

PRACTICE DIRECTION NO. 1 OF 2004

REGISTRATION OF AGENT AS ACCOUNT HOLDER TO E-FILE AND PAY BY GIRO  
(FOR TRADE MARK AGENTS ONLY)

This Practice Direction is issued by the Registrar under Rule 78B(1) of the Trade Marks Rules, to specify the procedure for applying to the Registrar to be registered as an account holder.

This Practice Direction will come into effect on 1 July 2004.

Any trade mark agent who wishes to use eTrademarks to effect a transaction and make payment by GIRO must register with the Intellectual Property Office of Singapore (IPOS) as an Account Holder. Approval is at the sole discretion of IPOS. Upon approval, an eTrademarks account will be created in the name of the Agent and the Agent will receive a User ID and Password.

To register, access IPOS address at <http://www.ipos.gov.sg> and download the eTrademarks Account Holder Registration Form.

The Agent must appoint an Agent Administrator to administer and manage his eTrademarks Account through the eTrademarks "Maintenance of Authorised Agent Representatives" service.

The responsibilities of the Agent Administrator are as follows:

- appointment of one or more Representatives (Agent Representatives) to access eTrademarks and make payment by GIRO on behalf of the Account Holder;
- updating of the particulars of the Agent Representatives; and
- removal of any Agent Representative's rights to access eTrademarks and make payment by GIRO on behalf of the Account Holder.

These responsibilities are to be conducted through the eTrademarks "Maintenance of Authorised Agent Representatives" service.

Please note that all authorized representatives must be CPF account holders with SingPass. The representatives are required to sign in using their SingPass to ensure security for GIRO deductions for the online transactions. If the Agent does not have a GIRO account with IPOS, please complete the GIRO Application Form and submit it to IPOS.

The completed eTrademarks Account Holder Registration Form and GIRO Application Form should be mailed or couriered to the Intellectual Property Office of Singapore with the address 51 Bras Basah Road #04-01 Plaza By The Park Singapore 189554 and attention to Mrs Ang-Ong Bee Lian. Fax submissions are not acceptable.

Dated this 1<sup>st</sup> day of July 2004.



CHIAM LU LIN  
ACTING REGISTRAR  
REGISTRY OF TRADE MARKS