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

### PRACTICE DIRECTION NO. 2 OF 2004

### HOURS OF BUSINESS AND EXCLUDED DAYS

This Practice Direction is issued by the Registrar under Section 78 of the Trade Marks Act, to specify the hours of business of the Registry and the days which are to be treated as excluded days.

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

#### **Hours Of Business**

- (1) The hours of business of the Registry shall be as follows:
  - (a) 8.30 am to 12.30 pm and 1.30 pm to 5.30 pm from Monday to Friday, except on a day which is an excluded day; and
  - (b) 8.30 a.m. to 1.00 p.m. on any Saturday which is not an excluded day.
- (2) Notwithstanding paragraph (1), for the purposes of carrying out of any transaction referred to in rule 78A(2) by means of the electronic online system, the Registry shall be taken to be open every day at all hours, except on any day which is an excluded day for the purposes of carrying out of transactions by means of the electronic online system.

## **Excluded Days**

(1) All Sundays, public holidays and such other days as the Registrar may specify, shall be excluded days for all purposes under the Act and the Rules.

Dated this 1st day of July 2004.

CHIAM LU LIN ACTING REGISTRAR REGISTRY OF TRADE MARKS