

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

PRACTICE DIRECTION NO. 2 OF 2005

REGISTRATION AS ACCOUNT HOLDER TO E-FILE AND PAY BY GIRO

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 January 2006.

Any person 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 person and the person 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 person may appoint an Administrator to administer and manage his eTrademarks Account through the eTrademarks "[Maintenance of Authorised Representatives](#)" service.

The responsibilities of the Administrator are as follows:

- appointment of one or more Representatives to access eTrademarks and make payment by GIRO on behalf of the Account Holder;
- updating of the particulars of the Representatives; and
- removal of any 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 Representatives" service.

Please note that all Authorized Representatives must be CPF account holders with SingPass. The Authorized Representatives are required to sign in using their SingPass to ensure security for GIRO deductions for the online transactions. If the person 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 attentioned to Mrs Ang-Ong Bee Lian. Fax submissions are not acceptable.

Dated this 30th day of December 2005.



LIEW WOON YIN
REGISTRAR
REGISTRY OF TRADE MARKS