

Intellectual Property Office of Singapore
Registry of Patents

Circular No. 2/2018: **New Electronic Services on IP²SG for Managing International Applications filed under the PCT**

New Electronic Services on IP²SG for Managing International Applications filed under the PCT to be launched on 7 May 2018 (Circular No. 2/2018)

As part of IPOS' ongoing commitment to improve our services to stakeholders, we will be introducing new electronic services on IP²SG for the management of international applications filed under the Patent Cooperation Treaty (PCT) from 7 May 2018.

The newly added features include:

1. Payment for new international applications, for Chapter 2 demand and additional search fee and protest fee upon invitation by the Searching and Examining Authorities via IP²SG accepted mode of payments. This includes Credit/Debit card and Internet banking. At the end of each transaction, a receipt and tax invoice will be generated.
2. Send and receipt of correspondence to and from IPOS as the receiving Office and International Searching Authority via eCommunications. However, ePCT is still an acceptable mode for sending and receiving correspondence to and from IPOS as the receiving Office and International Searching Authority.
3. Receipt of International Search Report and Written Opinion from the International Searching Authority via eCommunications.

Please refer to **Annex A** for screenshots of the payment module in customer IP²SG portal and steps on how to make payment for a new international application. To enjoy this new service¹, users will be required to have a valid IP²SG account via the link [here](#).

In view that forms and correspondence from the receiving Office and the International Searching Authority will be sent via eCommunications, it is strongly encouraged for applicant to request for notifications in respect of the international application to be exclusively in electronic form.

If you have any enquiries, please direct them to Ms Judia Kok Jiaying (judia_kok@ipos.gov.sg) or Ms Lily Lee (lily_lee@ipos.gov.sg).

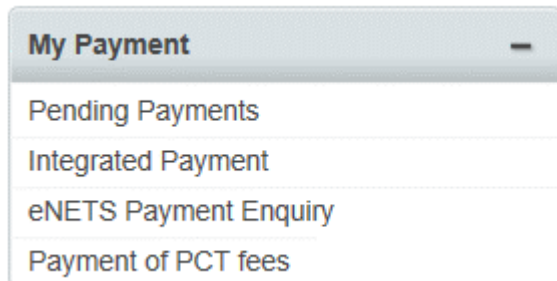
¹*Note: The following transactions will still need to be carried out via the ePCT electronic filing and document management system:*

- a) *Filing of international applications;*
- b) *Request for demand;*
- c) *Communications with IPOS in relation to the International Preliminary Examination;*
and
- d) *International Applications which are filed before 7 May 2018.*

Intellectual Property Office of Singapore
Registry of Patents
Circular No. 2/2018: **New Electronic Services on IP²SG for Managing International Applications filed under the PCT**

Annex A

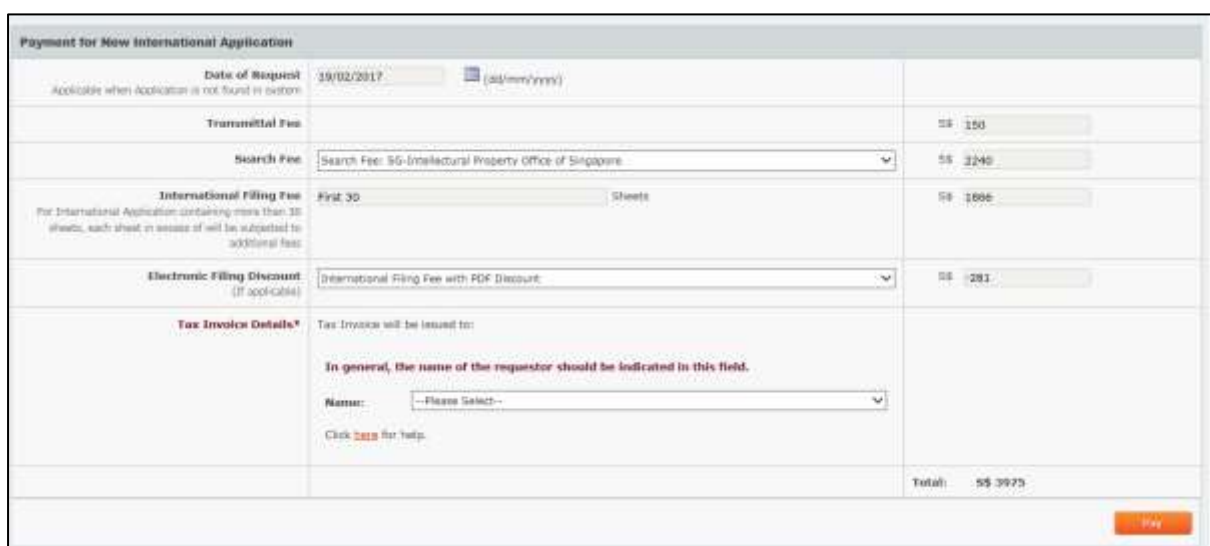
GUIDELINE ON HOW TO MAKE PAYMENT FOR A NEW INTERNATIONAL APPLICATION VIA IP²SG CUSTOMER PORTAL:



1. Go to the left hand filing fee menu and select *Payment of PCT fees* under *My Payment*



2. Enter the PCT Application Number as indicated by *PCT Application Number**. The PCT Application Number will be in the format *PCT/SGXXXX/XXXXX*.



Circular No. 2/2018: **New Electronic Services on IP²SG for Managing International Applications filed under the PCT**

3. Upon entering the PCT Application Number, payment information relating to its respective fee breakdown will be auto-populated. However, please note that there will be a lag time of at least 24 hours in the transmission of information from ePCT to IP²SG upon the filing of an international application. If you wish to make immediate payment after filing an international application in ePCT, you may do so by manually entering the payment details. You will also be able to make further amendments to the payment details for auto-populated information drawn directly from ePCT.

Payment for New International Application	
Date of Request <small>Applicable when Application is not found in system</small>	18/02/2017 (dd/mm/yyyy)
Transmittal Fee	S\$ 150
Search Fee <small>Search Fee: SG-Intellectual Property Office of Singapore</small>	S\$ 2240
International Filing Fee <small>For International Application containing more than 30 sheets, each sheet in excess of will be subjected to additional fee</small>	S\$ 1866
Electronic Filing Discount <small>(if applicable)</small>	S\$ -381
Tax Invoice Details*	Tax Invoice will be issued to: In general, the name of the requestor should be indicated in this field. Name: <input type="text" value="PCT Fee Applicant"/> <small>Click here for help.</small>
Total: S\$ 3075	

4. Under *Tax Invoice Details**, you may select the name of the requestor. If you wish to manually enter the name of the requestor, please select *Others* from the drop-down box and key in the name of the requestor.

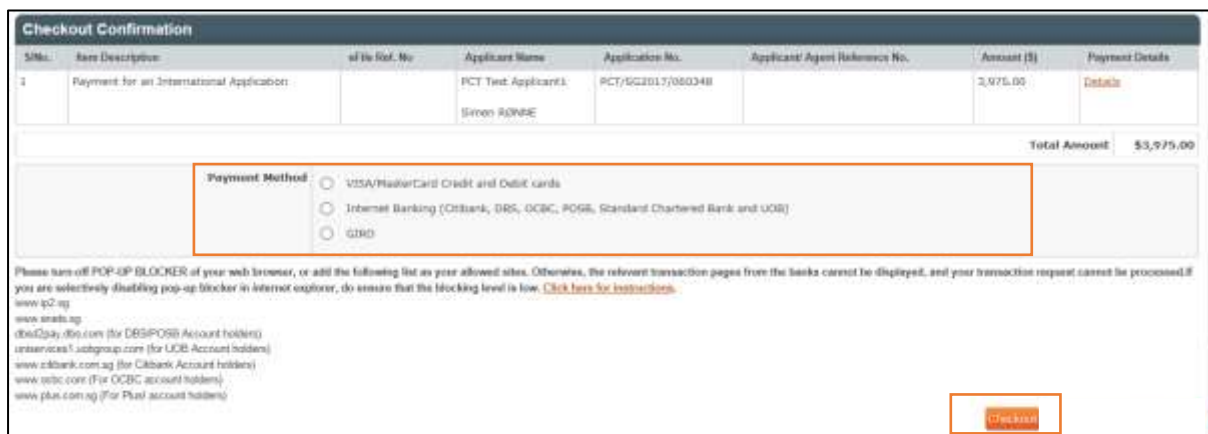
Payment for New International Application	
Date of Request <small>Applicable when Application is not found in system</small>	18/02/2017 (dd/mm/yyyy)
Transmittal Fee	S\$ 150
Search Fee <small>Search Fee: SG-Intellectual Property Office of Singapore</small>	S\$ 2240
International Filing Fee <small>For International Application containing more than 30 sheets, each sheet in excess of will be subjected to additional fee</small>	S\$ 1866
Electronic Filing Discount <small>(if applicable)</small>	S\$ -381
Tax Invoice Details*	Tax Invoice will be issued to: In general, the name of the requestor should be indicated in this field. Name: <input type="text" value="Simon ROWNE"/> <small>Click here for help.</small>
Total: S\$ 3075	

5. After verifying that the respective fee breakdown and the total amount is correct, select *Pay* to proceed with payment.

Intellectual Property Office of Singapore
 Registry of Patents
 Circular No. 2/2018: **New Electronic Services on IP²SG for Managing International Applications filed under the PCT**



6. Select the item that you would wish to make payment by placing a ✓ beside the payment item. To continue, click on *Proceed to Checkout*.



7. Select the Payment Method and click on *Checkout*. After entering the payment details, you will be able to download your receipt and tax invoice upon a successful payment transaction.