2014

Indian Patent Office

Comprehensive e-filing services for Patents

User Manual

INTRODUCTION:

The Indian Patent Office visualizes the concept of virtual office as the ultimate objective where all the communications, interactions and transactions between the office and stakeholders take place online. As an initial step in this regard, IPO launched the E-filing services for Patents in the year 2007 which enabled online filing of new applications for Patents. The service is successfully being used by the stakeholders. Appreciating the significance of being more transparent and user friendly in building confidence among stake holders, IPO has further developed the e-filing system so as to cover comprehensive e-filing for Patents, wherein, in addition to online filing of New Applications, subsequent filings have also been integrated. The applicants have the benefit of registering themselves as users and owning personal folders in the IPO's environment. New and enhanced features of Comprehensive E –filing services include:

- Web based filing system
- Dual way login (Digital Signature as well as Password based) and password re-generation procedure
- Provision for filing of all entries as per Schedule 1 of the Patents Rules,2003
- Proper Validations with IPO Patent database
- Facility to upgrade / update the digital signatures
- User Profile
- Improved procedures to minimize transaction errors

BASIC REQUIREMENTS:

- Operating System: Microsoft Windows XP with SP3 and above
- Web Browser: Internet Explorer 6 and above
- Digital Signatures:

Vendor(s)	Signature Class	URL
(n)Code Solutions	Class III	https://www.ncodesolutions.com
TCS	Class III	http://www.tcs-ca.tcs.co.in
Safe Scrypt	Class III	https://digitalid.safescrypt.com
e mudhra	Class III	https://www.e-mudhra.com

- Payment Gateway:
  - Net Banking (All Major Banks)
  - Debit Card (All Major Banks)
  - Credit Card (VISA & MASTER CARD)

Digital Signatures

Net Banking/Credit /Debit Card

Registration

Login

With User ID & Password

OR

With User ID & Digital Signatures

Select Entry

- Select from quick filing links
  OR
- Select from main filing link

Enter Details

Save Draft

Digitally Sign the Drafted Entry

Select the Payment Gateway

Make Payment

Acknowledgement Slip

Realization of Payment into RBI account (T+2 day)

Generation of CBR
(Along with permanent numbers)

Login facility is available on the home page. User has to register for logging in. If a user is already registered he can log in using the User ID and Password or Digital signature.

How to Register:

Registration can be done by:
- An Applicant (Natural Person)
- An Agent
- Authorized representative of a legal entity (ONP)
- Authorized representative of a Small entity (SE)

Registration by Natural Person:

- Enter Preferred User id and "check for availability. If the preferred ID is not available a message would be displayed and user needs to enter a different user ID
- Enter desired Password as per instructions given on web page
- Enter further details like Name of Applicant. **Name should be entered carefully as the same shall be used as Name of Applicant / One of the Applicant in all the filings**
- Entries marked with Asterisk '*' are mandatory

Registration by Agent:

> - If a Registered Patent Agent wants to register, he/she is required to enter Patent Agent Number. If the system finds it valid, process of registration would proceed and Name of the Agent according to the Register of Patent Agent would be displayed.
> - Enter Preferred User id and "check for availability. If the preferred ID is not available a message would be displayed and user needs to enter a different user ID
> - Enter desired Password as per instructions given on web page
> - Enter other Details like Address of Service.
> - Entries marked with Asterisk '*' are mandatory

Registration by a Legal Entity (Other than Natural Person):

> - In case a legal entity requires registration, an authorized signatory of the legal entity needs to enter his/her name, address, mobile no., email etc.
> - Enter Preferred User id and "check for availability. If the preferred ID is not available a message would be displayed and user needs to enter a different user ID
> - Enter desired Password as per instructions given on web page
> - Enter "Name of Organization". **Organisation Name should be entered carefully as the same shall be used as Name of Applicant/One of Applicant(s) in all the filings.**
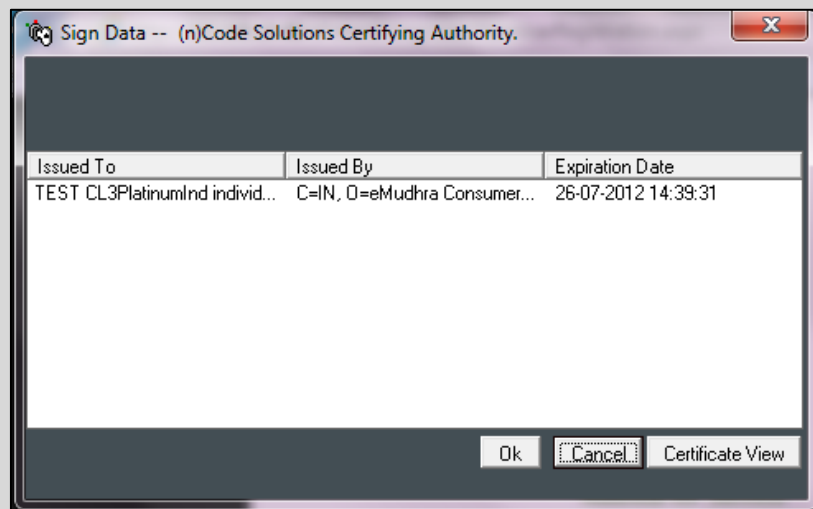> - Entries marked with Asterisk '*' are mandatory

Registration by a Small Entity (SE):

> - In case a Small entity requires registration, an authorized signatory of the legal entity needs to enter his/her name, address, mobile no., email etc.
> - Enter Preferred User id and "check for availability. If the preferred ID is not available a message would be displayed and user needs to enter a different user ID
> - Enter desired Password as per instructions given on web page
> - Enter "Name of Organization". **Organisation Name should be entered carefully as the same shall be used as Name of Applicant/One of Applicant(s) in all the filings.**
> - Entries marked with Asterisk '*' are mandatory

After the completion of Registration Entries, add you digital Signatures:

Following window would appear where the user can select his/her installed digital signature (In case of hard token the system would prompt to insert the token).

Upon successful Registration User can login either with User Name and Password or User name and Digital signatures.

After Login the Main Welcome screen shall appear as under:

Left Navigation Bar:

Left Navigation bar includes the whole content of Online filing portal i.e.:

- **Quick Form Filing**: This includes most frequently used forms. After the user logs in, he/she can proceed to file any form by selecting from the drop down list or the "Quick Form Filing"

> - New Application (Form 1 & 2)
> - Form 2
> - Form 9
> - Form 13
> - Form 18
> - Renewal of Patent
> - Reply to Examination Report etc.

- **Form History**: This includes the details of all the drafted (prepared or filled up) forms as well the details of discarded (deleted) forms
- **Payments:** This includes the link to Payment Gateways, Payment History (Record of all the payments that have been made through a particular login ID) and a Link to submit committed transactions to IPO server.

The process of filing needs to be done in following sequence:

- **Control Panel:** This section includes the utility features for the user to control its credentials i.e. Link to change the password and Link for updating/renewing the digital signatures.
- **User Panel:** This section includes the user profile page and the status of User Authorization requests.
- **Downloads:** This section contains the useful features like the User manual and other components that may be made available from time to time.

FILING UP FORMS:

Form 1: After selecting the desired form from the Quick form filing or Main drop down list. The entry form of respective form opens up. User needs to fill up the entry form carefully and as per instructions given on the form page. For e.g. User selects Form 1:

Filing Application For Grant of Patent - Form 1

Type of Application	---SELECT---
Type of Specification	---SELECT---
No. of Claims	
No of Drawing Sheet(s)	0

Total No. of Pages (inc. drawings, Sq. Listing)

No. of Priorities: 0

Priorities **Add Priorities**

No. of Pages should include Total no. of Page of drawings, abstract, SQ Listing as well as pages of Description & claims

No. of Priorities would be auto filled when Priority details are entered through "Add Priorities" button

Total No of Pages (Including Drawings & Abstract), Claims and Priorty are going to be used in Fee Calculation.

Title Of Invention

Address for Service (India)

State: Andaman & Nicobar

Telephone No. | Fax No.

Email ID

Abstract

Claims

Specification

Applicants **Add Applicants**

- *In case of Natural Person, Applicant or atleast one of the Applicant needs to be the person who is logged in as user*
- *In case of Legal Entity, Name of Organization of the logged in user needs to be the applicant or atleast one of the Applicants*

☐ Inventors same as Applicant (copy data)

Inventors **Add Inventors**

Jurisdiction ---SELECT---

Jurisdiction shall be decided automatically as per input details of Applicant/Address of service as applicable (rule 4)

Declaration By Applicant(s):
I/We, the applicants hereby declare(s) that:-

☐ The Provisional specification relating to the invention is filed with this application.

☐ The Complete specification relationg to the invention is filed with this application.

☑ I am/We are, in the possession of the above mentioned invention.

☐ The invention as disclosed in the specification uses the biological material from India and the neccessary permission from the component authority shall be submitted by me/us, before the grant of the patent to me/us.

☑ There is no lawful ground of objection to the grant of the Patent to me/us.

☐ I am/We are, the assignee or legal representative to true first inventors.

☐ The application or each of the applications, particulars of which are given in Para-5 was the first application in convention country/countries in respect of my/our invention.

☐ I/We claim the priority from the above mentioned application(s) filed in convention country/countries and state that no application for protection in respect of the invention had been made in a convention country before that date by me/us or by any person from which I/We derive the title.

☐ My/Our application in India is based on internation application under Patent Corporation Treaty (PCT) as mentioned in Para-6.

☐ The application is divided out of my/our application, particulars of which are given in Para-7 and pray that this application is treated as deemed to have been filed on ------------- under Sec. 16 of the Act.

☐ The said invention is an improvement in or modification of the invention, particulars of which are given in Para-8.

☐ Form 9 ☐ Form 13 (Normal) ☐ Form 28

Form 9 and / or Form 18/ 28 can also be filed along with Main Application just by checking the given options.

(Proof of Rights, PA, Priority Documents etc are required to be submitted origional)

☐ I agree that the above information submitted by me are true to my best knowledge.

Upload   **Save**   **Reset**

Save : After Completion of the form user has to save the draft. Saving the draft would create a new entry in the drafted forms that can be accessed later on.

Upload: After the draft is saved, user is required to upload the relevant documents by selecting from the drop down list.

Once the document is successfully uploaded, uploaded documents would appear in the tabular form.

Drafted Forms:

     This section shows the grid of all the saved drafts of the forms filled up. If a user wants to take a Preview or Edit/Upload the respective documents of a particular for he/she may select the form and click the relevant button. For some reason if a user want to discard the draft he/she can do so by selecting the concerned form and clicking the "Discard" button. However, if a user finds the form to be OK in all sense he/she may digitally sign the draft by clicking the "Sign Document" Button.

Once the "Sign Document" Button is clicked, following message appears:

Thereupon the user has to use his/her digital signatures to sign the drafted Form.

Discarded Forms:

     All the discarded form are shown in a separate grid:

This section contains the link to:

- Payment Gateway: After the forms are digitally signed, it is ready for making the payment though the available Payment Gateways. User just needs to check the ready forms that require payment, select the payment mode and bank and proceed:

Forms Selected for Payment

Temp. App. Number	Per. App. Number	Type	Amount
TEMP/E-1/7021/2014-DEL		1	1600
			₹ 1600

सेन्ट्रल बैंक ऑफ़ इंडिया
Central Bank of India
1911 से आपके लिए ''केन्द्रित''   "CENTRAL" TO YOU SINCE 1911

Central Bank of India Payment Gateway

IMPORTANT KINDLY NOTE:

1. If the payment is debited from your account and application number/CBR is not generated,Please do not make second attempt to make the second time payment against same application

2. In case payment is debited,kindly log a complaint with details mentioning the concerned application number/reference no.,transaction ID,amount debited,bank name & Bank Transaction ID at ipo-helpdesk@nic.in.Date of Application Number/CBR shall be the date of credit of amount in CGPDTM bank account.

☐ I agree to the Terms&Conditions

[Make Payment] [Back]

User session will be transferred to the Bank gateway:

Your Payment Request is being processed..

- Please do not press back button or refresh the page

If the payment is successful, following screen would appear:

PATENT OFFICE
INTELLECTUAL PROPERTY BUILDING
Plot No. 32, Sector 14, Dwarka, New Delhi-110075
Tel No. (091)(011) 28034304-06 Fax No. 011
28034301,02
E-mail: delhi-patent@nic.in
Web Site: www.ipindia.gov.in

राज्यमेव जयते

INTELLECTUAL
PROPERTY INDIA
PATENTS DESIGNS TRADE MARKS
GEOGRAPHICAL INDICATIONS

ACKNOWLEDGEMENT SLIP

Acknowledgement Receipt Date 25/08/2014

To

UserName: xyz

IP Office , New Delhi Dwarika Sec -14

TransactionID	Challen IdentificationNumber	Amount Paid	Remarks
N-0000037698	12345672508201400001	8100	

Details of Paid Forms

Sr. No.	TempNum	FormName	Fee
1	TEMP/4226/RQ-DEL/2014	FORM 18	4000
2	TEMP/E-1/2590/2014-DEL	FORM 1	1600
3	TEMP/E-12/1225/2014-DEL	FORM 9	2500
4	TEMP/E-106/31/2014-DEL	FORM28	0

Total Amount : ₹ 8100
Amount in Words: Rupees   Eight Thousand one hundered only

Payment SuccessFull
1. Receipt Would Be available after 2(Two) Working Days Subject To Realisation of Amount.
2. Please Check the Status in Generate Permanent Number Tab

[Print]

At this moment although the payment transaction is complete the **Application number or Permanent reference number would be made available after 2 days upon realization of fee into Government account.** Permanent application number / reference numbers would be available in the "Permanent Number" link in the left navigation bar.

Select CBR SLIP to Get Permanent Number

Search By TransactionId: [   ] [Search]

TransactionID	FormAmount	PaymentDate	ChallanReceived	
N-0000056532	20000	06/09/2014 00:00:00	N	CBR SLIP
N-0000056534	20000	06/09/2014 00:00:00	N	CBR SLIP
N-0000056539	11000	06/09/2014 00:00:00	N	CBR SLIP
N-0000056540	1600	06/09/2014 00:00:00	N	CBR SLIP
N-0000056542	8000	06/09/2014 00:00:00	N	CBR SLIP
N-0000056527	16000	05/09/2014 00:00:00	N	CBR SLIP
N-0000056529	32000	05/09/2014 00:00:00	N	CBR SLIP
N-0000056296	8000	04/09/2014 00:00:00	N	CBR SLIP
N-0000056299	36000	04/09/2014 00:00:00	N	CBR SLIP
N-0000056307	1600	04/09/2014 00:00:00	N	CBR SLIP
N-0000033254	0	29/04/2014 00:00:00	N	CBR SLIP

- Failed Transactions: In the event of transaction failure (Amount is deducted from the users account and Acknowledgement slip is not generated), such transactions would be available in the "Failed transactions" link. User can check the payment status in this menu after 30 minutes of transaction failure. Upon checking the status, if the bank server returns a success status, acknowledgement slip would be generated. If the transaction status is returned as failure user can attempt the filing procedure again.
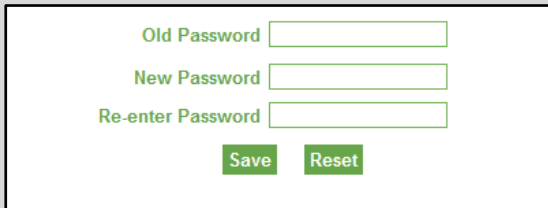
List of Unsuccessful Transactions

Search By TransactionId: [   ] [Search]

TransactionID	FormAmount	PaymentDate	
N-0000056520	1600.00	05/09/2014 19:02:47	CHECK PAYMENT STATUS
N-0000056519	8000.00	05/09/2014 18:58:44	CHECK PAYMENT STATUS
N-0000056518	8000.00	05/09/2014 18:51:25	CHECK PAYMENT STATUS
N-0000056517	8000.00	05/09/2014 18:45:49	CHECK PAYMENT STATUS
N-0000056516	8000.00	05/09/2014 18:44:51	CHECK PAYMENT STATUS
N-0000056515	8000.00	05/09/2014 18:42:38	CHECK PAYMENT STATUS

| 1 2 | 3

- Payment History: This section shows the history of all the payments done through the current User ID.

Control Panel contains the links for:

- Changing Password:

- Renewing/ Updating the Digital Signatures:

An option is given to the user to update / renew the existing digital signature thought the portal itself. User is required to type his user ID, Type and old certificate serial number and thereafter click and choose New Certificate:

View Profile: This section provides the user with a Profile Page where the user can verify its contents.

PERSONAL DETAIL:			
Login Name:	kamal		
Applicant Type:	NP		
Name:	Kamal Singh		
Address For Service:	My address		
Address:			
City:	Delhi	State:	55
Pin Code:	110075		
Contact No:		Mobile:	TEST
Email ID:	kamal.singh@nic.in		

DOWNLOADS :

Downloads section provides for the download of Online filing User Manual and other updates/ utilities that would be made available from time to time.