

**Compendium of Hearings & Mediation Department Circulars
Amendment No. 1 of 2023
4 August 2023**

HMD Circular 2.1

2.1 Filing of documents

A. Introduction

This Circular provides guidance on the use of the electronic online system (IPOS Digital Hub) to file documents in IPOS proceedings.

B. References

The rules referred to in this Circular are rules from the TMR.

The principles apply to equivalent provisions and concepts in the Patent Rules (Cap 221, 2007 Rev Ed), Plant Varieties Protection Rules (Cap 232A, 2006 Rev Ed) and Registered Designs Rules (Cap 266, 2002 Rev Ed).

Rule 7(1) TMR states:

(1) Where the Act or these Rules authorise or require any document to be given or sent to, filed with or served on the Registrar or the Registry, the giving, sending, filing or service must be effected on the Registrar or the Registry (as the case may be) by sending an electronic communication of the document using the electronic online system.

Rule 78A(2) TMR states:

(2) Unless the Registrar permits otherwise in a particular case, the electronic online system must be used by any person for giving or sending to, filing with or serving on the Registrar or the Registry any document (other than a notice or document to be served in proceedings in court).

C. Default Filing Modes

In general, a form or document should be filed via [IPOS Digital Hub](#). However, where this option is not yet available on IPOS Digital Hub, [FormSG](#) may be used. The following table sets out the correct links for e-filing **with effect from 8 August 2023**:

S/No.	Item to be E-filed	Description of Form	E-File Via
1.	Hearing and Decision	Form HC1	Designs, Trade Marks - IPOS Digital Hub → Forms Other IP - FormSG
2.	Request for Extension of Time to File	Form HC3	Designs, Trade Marks - IPOS Digital Hub → Forms

	Documents in Hearings and Mediation Proceedings		Other IP - FormSG
3.	Request for Hearing at which only the Party Making the Request is Present	Form HC4	FormSG
4.	Request for Grounds of Decision	Form HC5	FormSG
5.	CS	Form HC6	Designs, Trade Marks - IPOS Digital Hub → Forms Other IP - FormSG
6.	NO	Form TM11	IPOS Digital Hub → Forms
7.	Application for Revocation/Invalidation/Rectification	Form TM28	IPOS Digital Hub → Forms
8.	Application for Revocation of a Patent	Form PF35	FormSG
9.	NO (Patents)	Form PF58	FormSG
10.	Application for Revocation of the Registration of a Design	Form D13	FormSG IPOS Digital Hub → Forms
11.	Notice of Objection or Opposition	Form GI13	FormSG
12.	Amended Forms	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: Amended Form
13.	Amended Statement of Grounds	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: Amended Statement of Grounds
14.	Amended CS	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: Amended Counter Statement
15.	Consent of other party	[None]	IPOS Digital Hub → Correspondence

			→ Attachment File Type: Consent or Request for Consent
16.	Notification to Registrar	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> • Notification to Registrar by Initiator • Notification to Registrar by Respondent
17.	SD	Evidence by Initiator	Designs, Trade Marks - IPOS Digital Hub → Forms Other IP - FormSG
		Evidence by Respondent	
		Evidence-In-Reply by Initiator	
18.	Further SDs ("Further evidence" with leave under Rule 35 TMR)	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> • Supplementary Evidence by Initiator • Supplementary Evidence by Respondent • Supplementary Evidence-In-Reply by Initiator
19.	Re-executed SDs, including re-filed SDs following Registrar's directions	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> • Evidence by Initiator re-executed • Evidence by Respondent re-executed • Evidence of Use or Reason for Non-Use by Proprietor re-executed • Evidence-In-Reply by Initiator re-executed • Supplementary Evidence by Initiator re-executed • Supplementary Evidence by Respondent re-executed • Supplementary Evidence-In-Reply by Initiator re-executed
20.	Response to Registrar for Pre-hearing Review	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: Response to Registrar for PHR

21.	Written Submissions and Bundle(s) of Authorities	[None] Written Submissions & Bundle of Authorities	Designs, Trade Marks - IPOS Digital Hub → Forms Other IP - IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> • Bundle of Authorities by Initiator • Bundle of Authorities by Respondent • Written Submissions by Initiator • Written Submissions by Respondent
22.	Additional or Supplementary Written Submissions and Bundle(s) of Authorities	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> • Additional/Supplementary Bundle of Authorities by Initiator • Additional/Supplementary Bundle of Authorities by Respondent • Additional/Supplementary Written Submissions by Initiator • Additional/Supplementary Written Submissions by Respondent
23.	Rebuttal or Reply Written Submissions and Bundle(s) of Authorities	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> • Rebuttal/Reply Bundle of Authorities by Initiator • Rebuttal/Reply Bundle of Authorities by Respondent • Rebuttal/Reply Written Submissions by Initiator • Rebuttal/Reply Written Submissions by Respondent
24.	Bill of Costs	Bill of Costs [None]	FormSG IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> • Bill of costs • Marked bill of costs
25.	Marked Bill of Costs	Marked Bill of Costs [None]	

D. E-filing documents which exceed 100 MB

Part II Section 4 of the IPOS Digital Hub Practice Direction No. 1 of 202~~2~~3 applies.

In the event where the evidence comprises more than 1 item (for example, the evidence comprises the main SD as well as physical exhibits), the filing date to be accorded for the evidence will be the filing date of the last item filed. Parties are therefore encouraged to file their evidence on a single day instead, before the deadline expires.

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[End of HMD Circular 2.1]