

Launch of Patents Open Dossier on IP²SG and Patents Formalities Manual (Circular No. 5/2017, dated 24 July 2017)

As part of IPOS' ongoing efforts to provide our applicants and stakeholders with better access to patent information and requirements, IPOS will be launching the Patents Open Dossier and Patents Formalities Manual.

Patents Open Dossier

Patents Open Dossier (POD) is a new online IP²SG service which provides public a single point of access to a collection of published patent documents¹. With effect from 24 July 2017, you can access documents including search reports, office actions and responses to written opinion relating to published patent applications lodged on or after 14 February 2014 under the positive grant system.

2 With the launch of this service, you will be able to view, monitor, and manage the patent profiles for applications which are of interest to you. Other key benefits of this service includes:

- Reduce time and cost for public to retrieve patent information;
- Enable work sharing via a single platform for search and examination results to be disseminated among other IP Offices; and
- Enhance transparency of the patent system through increased accessibility of file prosecution histories.

3 As an administrative concession, you will no longer need to furnish any published search and examination results established by IPOS under the positive grant system when you file a Patent Prosecution Highway (PPH) request in the Office of Second Filing².

4 A list of documents that could be accessed and downloaded via the platform and the guidelines on how to use this service will be made available in **Annex A**.

5 If you have any enquiries and feedback, please contact Ms Judia Kok Jiaying (judia_kok@ipos.gov.sg) or Ms Tay Shu Wen (tay_shu_wen@ipos.gov.sg).

Patents Formalities Manual

6 With effect from 1 August 2017, IPOS will be releasing the Patents Formalities Manual on the [IPOS website](#). This guideline aims to provide applicants and agents with a better understanding on the Registry's practices and requirements in accordance with the Singapore Patents Act and Rules. It covers Singapore patent applications and the national phase of Patent Co-operation Treaty applications.

¹ Selected documents for patent applications published under Section 27 of the Patent Act which are not restricted for inspection pursuant to Patents Rule 93(4) and 93(5) would be available on Patents Open Dossier.

² The effective date for IPOS to be a participating Office under the initiative will be announced on a later date.

ANNEX A

GUIDELINES ON DOCUMENTS AVAILABLE ON PATENTS OPEN DOSSIER:

Documents shared via Patents Open Dossier

Documents relating to patent applications lodged under the positive grant system that meet the following criteria will be made available on our online public search portal IP²SG –

- Patent application must be published under Section 27 of the Patents Act¹
- Lodgement date of document is more than 14 days in accordance to Patent Rule 93(4)(a)²

A list of documents that will be shared via Patents Open Dossier on IP²SG includes:

1. Search Report
2. Examination Report
3. Written Opinion
4. Search and Examination Report
5. Written Submission in response to Written Opinion
6. Examination Review Report
7. Amendment and Correction of Specification
8. Amendment and Correction of Abstract
9. Patents Form and Common Forms (With the exception of Form CM10³ and Form CM12⁴ and their related correspondence)
10. Notification relating to the request made on Patents Form and Common Forms (With the exception of Form CM10³ and Form CM12⁴ and their related correspondence)

Documents not available on Patents Open Dossier

A list of documents that will not be shared via Patents Open Dossier on IP²SG includes:

1. Cover Letter
2. Supporting Documents and Statements
3. Statutory Declarations or Affidavit

¹ Patents Act 27(1): Where an application has a date of filing, then, as soon as possible after the end of the prescribed period, the Registrar shall, unless the application is withdrawn in the prescribed manner, treated as having been abandoned or refused before preparations of its publication have been completed by the Registry, publish it as filed (including not only the original claims but also any amendment of those claims and new claims subsisting immediately before the completion of those preparations).

² Patents Rule 93(4)(a): that no document shall be open to inspection until 14 days after it has been filed at the Registry.

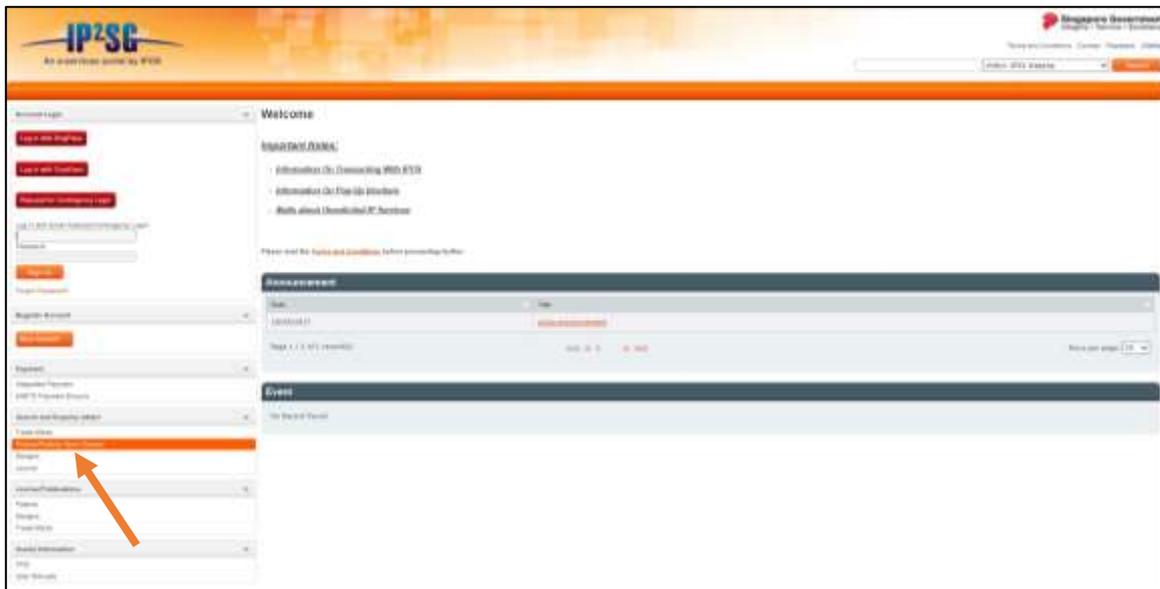
³ Subjected to Patents Rule 93(4)(d), Form CM10 and its related correspondence shall not be open for inspection.

⁴ Subjected to Patents Rule 63(3), Form CM12 and its related correspondence shall not be open for inspection.

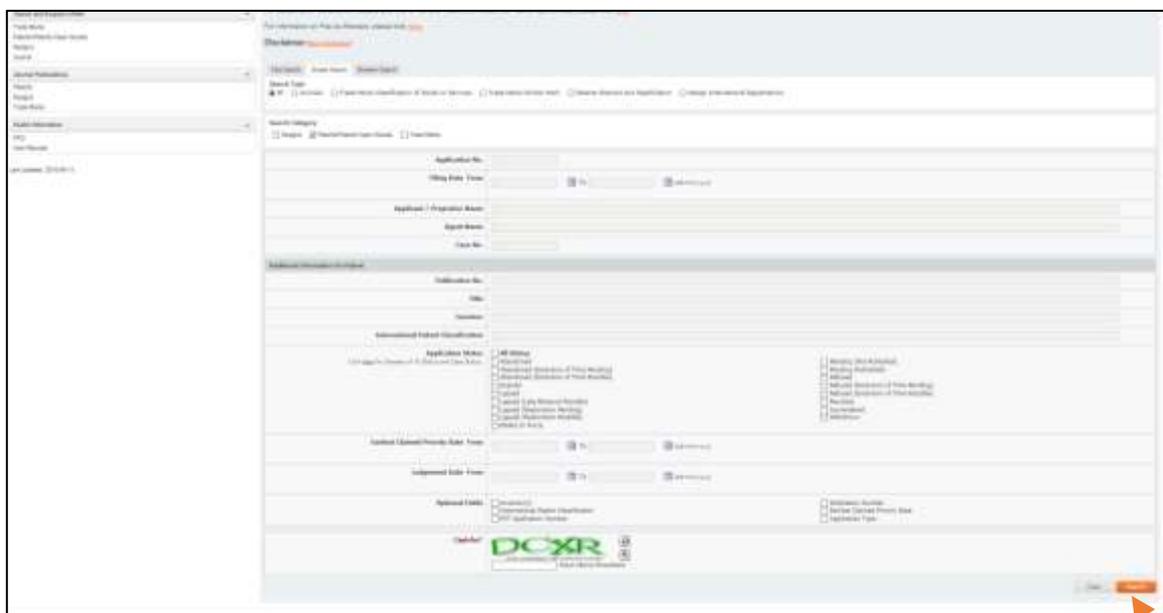
4. Certificate of grant of patent

HOW TO RETRIEVE PATENT INFORMATION VIA PATENTS OPEN DOSSIER:

1. Go to www.ip2.sg → Search and Enquiry/eAlert → Patents/Patents Open Dossier



2. Key in the search criteria using the search parameters available on Search and Enquiry → Patents/Patents Open Dossier → Click on Search

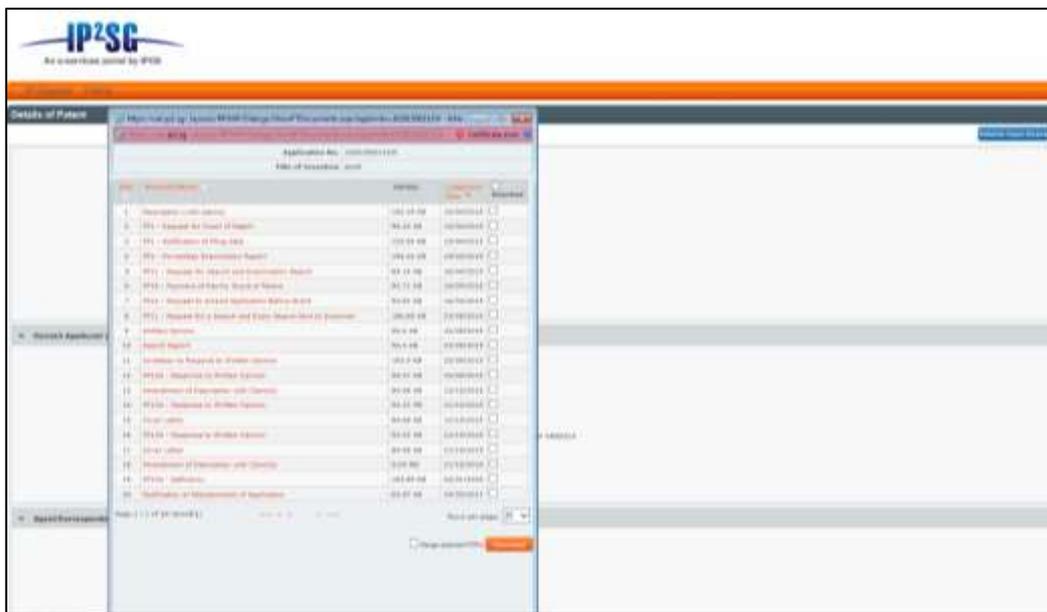


Intellectual Property Office of Singapore
Registry of Patents
Circular No. 5/2017: Launch of Patents Open Dossier on IP²SG and Patents Formalities Manual

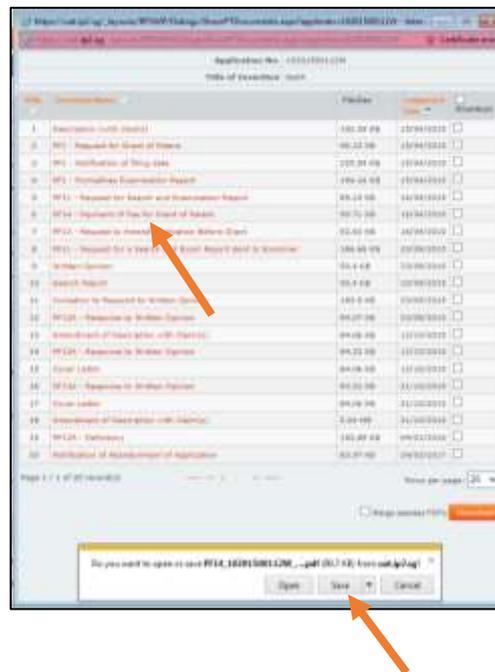
3. Click on “Patents Open Dossier”.



4. A pop up window will appear consisting of the list of document available on the Patents Open Dossier.



- Clicking on the document name will allow user to save or open up specific document for viewing.



- Alternatively, user may also select the document(s) for download by clicking on the boxes beside the *Document Name*. By selecting *Merge Selected PDF(s)*, it will enable multiple documents downloaded to be merged into a single PDF. Lastly, click on *Download* to complete the download process.

