EDITION ONE

RASPREP

Module 5

Forms



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RAS INTELLECT Your Trusted Partner in Intellectual Property

RAS Intellect Pvt Ltd

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About Us

At RAS Intellect, we specialize in patents, trademarks, copyrights, and everything that protects your brainchild. From solo inventors to growing startups and global enterprises, we empower creators to secure, protect, and profit from their innovation. Our team of skilled professionals is dedicated to guiding organizations through the complexities of IP processes, ensuring that valuable assets are effectively protected and leveraged for maximum benefit. We operate across multiple verticals to cater to the unique challenges faced by organizations in promoting innovation while ensuring effective protection and management of intellectual assets. We also offer end-to-end support for research paper writing and publication, enabling impactful dissemination of innovative ideas in reputed journals.

Vision

Our vision is to become a leading innovation and intellectual property enabler across India by empowering startups, universities, researchers, and enterprises with technology-driven IP, research, and commercialization solutions that transform ideas into impactful innovations.

Mission

To empower innovators and creators by protecting and maximizing the value of their intellectual property through strategic, tailored solutions, while advancing research excellence by enabling high-quality publications in globally recognized and reputed journals.

Charting the Course to Success

Our services are focused on strengthening measurable research, innovation, IPR, publication, and documentation outcomes for NIRF, NAAC and IIC.

1. IPR and Patent Filing Support

- Patentability assessment of faculty/student research
- Prior art searching and patent landscape reports
- Provisional and complete patent specification drafting
- Patent filing
- Early publication request support
- Request for examination filing support
- FER response drafting and prosecution assistance
- Patent grant tracking and reporting
- Design registration filing
- Copyright filing for software, manuals, literary works, lab content and academic material
- Trademark support for university innovation cells, incubation centres and institutional brands

2.NIRF Research Parameter Support

- Annual NIRF research data audit
- Patent published/granted tracking
- Research publication tracking
- Scopus publication mapping
- Citation and H-index monitoring
- Faculty-wise research output mapping
- Department-wise research performance reports

3. NAAC Criterion III Support

- Criterion III gap analysis
- Research policy drafting
- IPR policy drafting or revision
- Innovation and startup policy drafting
- Seed money policy documentation
- Research promotion mechanism documentation
- Faculty research incentive policy support
- Patent and publication evidence compilation
- MoU and collaboration evidence structuring
- Extension activity documentation
- Innovation ecosystem documentation

4. IIC and Innovation Cell Support

- IIC annual activity calendar planning
- Innovation and IP awareness sessions
- Patent search workshops
- Idea-to-IP mentoring
- Student innovation screening
- Hackathon planning and execution
- Prototype documentation support
- Startup mentoring sessions
- Entrepreneurship and commercialization workshops.

5. Research Paper and Publication Support

- Research topic selection support
- Literature review guidance
- Research paper structuring
- Journal selection guidance
- Scopus-indexed journal identification
- Plagiarism and AI-similarity reduction guidance
- Manuscript formatting as per journal guidelines
- Citation and referencing support
- Response to reviewer comments

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6. Faculty Development and Student Training Programs

- Patent drafting workshop
- Patent search workshop
- Research methodology workshop
- Scopus publication workshop
- Copyright and design registration workshop
- Innovation-to-commercialization workshop
- Technology transfer and licensing session
- Startup and entrepreneurship bootcamp
- Patent Agent career awareness session
- IP for faculty research advancement
- IP for Ph.D. scholars and research supervisors

7. University IP Cell Setup and Management

- IP Cell formation support
- IP Cell SOP drafting
- Invention disclosure form preparation
- Patent review committee formation support
- IP ownership and revenue-sharing policy
- Faculty/student disclosure workflow
- Patent filing calendar
- IP awareness schedule
- Department-wise IP coordinators' training

8. Incubation and Commercialization Support

- Technology readiness assessment
- Commercial potential assessment
- Startup idea screening
- IP-based startup mentoring
- Licensing strategy
- Technology transfer documentation
- MoU drafting support
- Pitch deck preparation
- Innovation portfolio preparation

RASPREP University Training Programs

RAS Intellect offers structured IP training and internship programs for universities through 1-week, 6-week, and 6-month formats. These programs cover IP fundamentals, patent searching, patent drafting, legal understanding, innovation awareness, and career readiness in the intellectual property domain. The modules can be delivered in virtual, hybrid, or offline mode and may also be customized as credit-based, vocational, or skill-development programs for students and faculty. This initiative supports universities in strengthening innovation culture, student employability, academic enrichment, and evidence-based contribution towards NAAC, NIRF and IIC-related research and innovation parameters.

How this supports Universities

- NAAC Criterion III: research, innovation, extension, skill development, and institutional innovation ecosystem.
- IIC activities: IP awareness, innovation training, patent search workshops, idea-to-IP mentoring, and entrepreneurship-linked activities.
- NIRF support areas: research culture, professional practice, IPR awareness, patent filing pipeline, and student/faculty innovation outcomes.
- Employability and academic enrichment: by creating technically trained students for IP, patent drafting, research analysis, and innovation-based career roles.

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Recent Milestones

Recognitions and Contributions from 2024–2025

- **National IP Outreach Mission – Viksit Bharat**

Dr. Ruchi represented RAS Intellect Solutions as a panelist in the "IPR for Women in Business" session organized by PHDCCI, contributing to the national dialogue on IP for inclusive innovation.

- **National IP Yatra 2025 – ASSOCHAM & MSME Ministry**

As co-panelist at this MSME Ministry-supported event, Dr. Ruchi addressed "Maximizing IP Value for Startups & MSMEs," underscoring the firm's expertise in IP commercialization.

- **National Intellectual Property Awards 2024 – Ministry of Commerce & CGPDTM**

Dr. Ruchi was invited to the prestigious IP Awards held at Bharat Mandapam, New Delhi, recognizing RAS Intellect's national contribution to IP literacy and strategy.

- **Leadership & Innovation Milestone – TiECON 2025**

Honoured by the Governor of Punjab, Dr. Ruchi received an award at TiECON 2025 for excellence in research and innovation leadership.

Building IP Foundations for Viksit Bharat

A visionary collaboration with Punjab School Education Board (PSEB)

In alignment with the national vision of **Viksit Bharat@2047**, RAS Intellect is collaborating with the **Punjab School Education Board (PSEB)** to introduce Intellectual Property (IP) education in schools across Punjab.

This initiative aims to embed IP awareness and foundational knowledge within the school curriculum — empowering students and educators to understand, create, and protect innovation from an early age. By nurturing IP consciousness at the grassroots level, we are shaping a generation of future-ready innovators equipped to lead India toward self-reliance and global competitiveness.

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Meet the Founder

Visionary leadership driving India's IP revolution

Dr. Ruchi Singla

Director & CEO, RAS Intellect Solutions Pvt. Ltd

- Over 20 years of experience in academic research, intellectual property strategy, and innovation leadership
- Recognized among the **Top 50 Mentors in India** for contributions to national mentoring initiatives
- Serves as a **Regional Mentor of Change** under the **Atal Innovation Mission**, NITI Aayog
- Successfully guided **over 2,300 patent filings** across diverse fields, including AI, drones, and cybersecurity
- Established **three Centres of Excellence** during her academic leadership, fostering innovation ecosystems
- Licensed Indian Patent Agent (No. 5887) and Certified Canadian Patent Administrator by **the Intellectual Property Institute of Canada**
- Secured **over ₹15 crores** in funding for research, innovation, and startup incubation projects
- Empaneled as an **IP Facilitator under the Startup India Scheme (SIIP)** to support early-stage ventures
- Regular speaker and co-panelist at national forums including **TiECON, ASSOCHAM, and PHDCCI**
- Former **Director of Research & Innovation at CGC Landran** and **Director at ACIC RISE Association,** supported by NITI Aayog

At the intersection of policy, education, and intellectual property, Dr. Ruchi Singla is building a more innovation-ready India.

Chapter 1

DETAILS OF THE FORMS REQUIRED TO BE FILED UNDER THE PATENTS RULE 2003

FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES FOR E-FILING (in Rupees)		GOVERNMENT FEES FOR PHYSICAL FILING (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
1	Application for Grant of Patent accompanied by provisional or complete specification	1600	8000	1750	8800	Sections 7, 54, and 135 and rule 20(1)
	for each sheet of specification in addition to 30, excluding sequence listing of nucleotides and/ or amino acid sequences	160	800	180	880	Rule 9(3)
	for each claim in addition to 10	320	1600	350	1750	Rule 9(3)
	for each page of sequence listing of nucleotides and/ or amino acid sequences	160 (Subject to a maximum of 24000)	800 (Subject to a maximum of 120000)	Not allowed	Not allowed	Rule 9(3)
	NOTE: An application for a patent made under section 54 shall be eligible for a reduction of 50 per cent in fee as compared to other applications.					

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FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES FOR E-FILING (in Rupees)		GOVERNMENT FEES FOR PHYSICAL FILING (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
2	Provisional/Complete Specification (Up to 30 pages having up to 10 claims)	No Fee	No Fee	No Fee	No Fee	Section 10 and Rule 13
	for each sheet of specification in addition to 30, excluding sequence listing of nucleotides and/ or amino acid sequences	160	800	180	880	Rule 9(3)
	for each claim in addition to 10	320	1600	350	1750	Rule 9(3)
	for each page of sequence listing of nucleotides and/ or amino acid sequences	160 (Subject to a maximum of 24000)	800 (Subject to a maximum of 120000)	Not allowed	Not allowed	Rule 9(3)
	NOTE: An application for a patent made under section 54 shall be eligible for a reduction of 50 per cent in fee as compared to other applications.					

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FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES FOR E-FILING (in Rupees)		GOVERNMENT FEES FOR PHYSICAL FILING (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
3	Statement and Undertaking	No Fee	No Fee	No Fee	No Fee	Section 8 and rule 12(2) and 12(3)
4	Request for Extension of Time (Per month)	480	2400	530	2600	Sections 53(2) and 142(4), rules 12(5), 13(6), 24B(6), 24C(11) 80(1A), 130, 131(2), and 138
	On request for extension of time or condonation of delay (Per month)	2000	10000	2200	11000	Rule 12(4) or Rule 131(2)
	On request for extension of time (Per month).	1000	4000	1100	4400	Rule 24B(6)
	On request for extension of time (Per month).	2000	10000	2200	11000	Rule 24C(11)
	On request for extension of time (Per month).	10000	50000	11000	55000	Rule 138

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		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
5	Declaration as to Inventorship	No Fee	No Fee	No Fee	No Fee	Section 10(6) and Rule 13(6)
6	Claim Regarding any Change in Applicant for Patent	800	4000	880	4400	Section 20(1), 20(4), and 20(5) and Rules 34(1), 35(1), and 36(1)
	Request for direction Regarding any Change in Applicant for Patent	800	4000	880	4400	Section 20 (4) or 20 (5).
7	Notice of Opposition to grant of patent	8000	40000	Not allowed	Not allowed	Section 25(2) and 25(3) and rule 55A
7A.	Filing Representation for Opposition to Grant of Patent	4000	20000	Not allowed	Not allowed	Section 25(1) and Rule 55
8	Claim or Request Regarding Mention of Inventor as Such in a Patent	No fee	No fee	No fee	No fee	Section 28(2), 28(3), and 28(7) and Rules 66, 67, and 68
	Claim or Request Regarding Mention of Inventor as Such in a Patent	800	4000	880	4400	Sections 28(3) or 28(7)
8A.	Certificate of Inventorship	900	Not applicable	1000	Not applicable	Rule 70A

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		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
9	Request for Publication	2500	12500	2750	13750	Section 11A(2) and rule 24A.
10	Application for Amendment of Patent	2400	12000	2650	13200	Section 44 and Rule 75
11	Application for Direction of The Controller	2400	12000	2650	13200	section 51(1) or 51(2) and Rules 76 and 77
12	Request for Grant of Patent Under Section 26(1) and 52(2)	2400	12000	2650	13200	Sections 26(1) and 52(2) and rules 63A and 79
13	Application for Amendment of The Application for Patent/Complete Specification or other related documents					Section 57 and Rule 81(1)
	before grant of patent	800	4000	880	4400	
	after grant of patent	1600	8000	1750	8800	
	where amendment is for changing name or address or nationality or address for service.	320	1600	350	1750	

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FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES FOR E-FILING (in Rupees)		GOVERNMENT FEES FOR PHYSICAL FILING (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
14	Notice of Opposition to Amendment / Restoration / Surrender of Patent/Grant of Compulsory Licence or Revision of Terms thereof or to correction of clerical errors	2400	12000	2650	13200	Sections 57(4), 61(1), 87(2), 63(3), and 78(5) and Rules 81(3)(b), 85(1), 87(2), 98(1), 101(3), and 124
15	Application for Restoration of Patent	2400	12000	2650	13200	Section 60 and Rule 84
16	Application for Registration of Title/Interest in a patent or share in it or registration of any document purporting to affect proprietorship of the patent (Application for the entry in the register of patents of the name of a person entitled to a patent or as a share or as a mortgage or as licensee or as otherwise or for the entry in the register of patents of notification of a document.)	1600 (In respect of each patent)	8000 (In respect of each patent)	1750 (In respect of each patent)	8800 (In respect of each patent)	Sections 69(1), 69(2) and rules 90(1), 90(2)

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FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES FOR E-FILING (in Rupees)		GOVERNMENT FEES FOR PHYSICAL FILING (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
17	Application for Compulsory Licence	2400	12000	2650	13200	Sections 84(1), 91(1), 92(1) and 92A, and rule 96
18	Request/Express Request for Examination of Application for Patent	4000	20000	4400	22000	Section 11B and Rule 24B(1)(i)
	Request/Express Request for Examination of Application for Patent	5600	28000	6150	30800	Rule 20(4)(ii)
18A.	Request For Expedited Examination of Application for Patent	8000	60000	Not allowed	Not allowed	Section 11B and Rule 24C
	Conversion of the request for examination to request for expedited examination	4000	40000	Not allowed	Not allowed	Section 11B and Rule 24C
19	Application for Revocation of a Patent for Non-Working	2400	12000	2650	13200	Section 85(1) and rule 96
20	Application for Revision of Terms and Conditions of Licence	2400	12000	2650	13200	Section 88(4) and rule 100
21	Request for Termination of Compulsory Licence	2400	12000	2650	13200	Section 94 and rule 102(1)

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		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
22	Application Registration of Patent Agent	3200	Not applicable	3500	Not applicable	Rules 109(1), 112
23	Application for The Restoration of Name in The Register of Patent Agents	1600 (Plus, continuation fee under entry number 36)	Not applicable	1750 (Plus, continuation fee under entry number 36)	Not applicable	Section 130(2), and Rule 117(1)
24	Application for Review/setting Aside Controller Decision/Order	1600	8000	1750	8800	Section 77(1)(f), 77(1)(g) and rules 130(1) and 130(2)
25	Request for Permission for Making Patent Application Outside India	1600	8000	1750	8800	Section 39 and rule 71(1)
26	Authorisation of a Patent Agent/Or any Person in a Matter or Proceeding Under the Act	No fee	No fee	No fee	No fee	Sections 127, 132 and rule 135
27	Statement Regarding the Working of the Patented Invention on Commercial Scale in India	No fee	No fee	No fee	No fee	Section 146(2) and rule 131(1)
28	To Be Submitted by Small Entity / Start-up/Educational Institution	No fee	No fee	No fee	No fee	Rules 2(fa), 2(fb), 2(ca) and 7
29	Request For Withdrawal of the Application for Patent	No fee	No fee	No fee	No fee	Section 11B(4), and rules 7(4A) and 26

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		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
30	Miscellaneous form To Be Used When No Other Form Is Prescribed	As Applicable				Rule 8(2)
31	Grace Period	500	2500	550	2750	Section 31 and rule 29A
32	This form is under drafting stage and will be available once the patent amendment rule 2025 August becomes effective.					
33	This form is under drafting stage and will be available once the patent amendment rule 2025 August becomes effective.					
----	Application for postdating.	800	4000	880	4400	Section 17 and 9
-----	On application for deletion of reference	800	4000	880	4400	Section 19 (2)

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		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
-----	Application for renewal of a patent					section 53
	before the expiration of the 2nd year from the date of patent in respect of 3rd year	800	4000	880	4400	
	before the expiration of the 3rd year in respect of the 4th year	800	4000	880	4400	
	before the expiration of the 4th year in respect of the 5th year	800	4000	880	4400	
	before the expiration of the 5th year in respect of the 6th year	800	4000	880	4400	
	before the expiration of the 6th year in respect of the 7th year	2400	12000	2650	13200	
	before the expiration of the 7th year in respect of the 8th year;	2400	12000	2650	13200	
	before the expiration of the 8th year in respect of the 9th year;	2400	12000	2650	13200	

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		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
-----	before the expiration of the 9th year in respect of the 10th year;	2400	12000	2650	13200	section 53
	before the expiration of the 10th year in respect of the 11th year	4800	24000	5300	26400	
	before the expiration of the 11th year in respect of the 12th year	4800	24000	5300	26400	
	before the expiration of the 12th year in respect of the 13th year	4800	24000	5300	26400	
	before the expiration of the 13th year in respect of the 14th year	4800	24000	5300	26400	
	before the expiration of the 14th year in respect of the 15th year	4800	24000	5300	26400	
	before the expiration of the 15th year in respect of the 16th year	8000	40000	8800	26400	
	before the expiration of the 16th year in respect of the 17th year	8000	40000	8800	26400	

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		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
------	On request for entry of an additional address for service in the Register of Patents	800	4000	880	4400	Rule 94(3)
------	Request for appearing in the qualifying examination	1600	Not applicable	1750	Not applicable	Rule 109(3)
-------	For continuance of the name of a person in the register of patent agents for every year	800	Not applicable	880	Not applicable	Rule 109
-------	Application for duplicate certificate of patent agent	1600	Not applicable	1750	Not applicable	Rule 111A
-------	Request for correction of clerical error	800	4000	880	4400	Section 78(2)
-------	Application for duplicate patent	1600	8000	1750	8800	Section 154 and Rule 132.

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		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
-------	(ii) Request for certified copies or for certificate	1000 (Up to 30 pages and, thereafter, 30 for each extra page)	5000 (Up to 30 pages and, thereafter, 150 for each extra page)	1100 (Up to 30 pages and, thereafter, 30 for each extra page)	5500 (Up to 30 pages and, thereafter, 150 for each extra page)	section 72 or section 147 and rule 133(1)
	(ii) On request for certified copies or for certificate.	2400 (Up to 30 pages and thereafter, 30 for each extra page)	12000 (Up to 30 pages and thereafter, 30 for each extra page)	3300 (Up to 30 pages and thereafter, 30 for each extra page)	13200 (Up to 30 pages and thereafter, 30 for each extra page)	section 72 or section 147 and rule 133(2).
-------	Request for certifying office copies, printed each.	800	4000	880	4400	Sections 72, and 147 and rule 133
-------	Request for inspection of register	320	1600	350	1750	Section 72 or Rule 27 or Rule 74A.
-------	Request for information	480	2400	530	2650	Section 153 and Rule 134
-------	On petition not otherwise provided for.	1600	8000	1750	8800	-------
-------	For supplying of photocopies of the documents, per page.	10	10	10	10	-------
-------	Transmittal fee for international application	3200	16000	3500	17600	-------

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FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES FOR E-FILING (in Rupees)		GOVERNMENT FEES FOR PHYSICAL FILING (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/ or Small entit(y)/(ies)	
-------	Transmittal fee for international application (for ePCT filing).	No fee	No fee	Not applicable	Not applicable	-------
-------	Request for preparation of certified copy of priority document and for transmission of the same to the International Bureau of World Intellectual Property	1000 (Up to 30 pages and, thereafter, 30 for each extra page)	5000 (Up to 30 pages and, thereafter, 150 for each extra page)	1100 (Up to 30 pages and, thereafter, 30 for each extra page)	5500 (Up to 30 pages and, thereafter, 150 for each extra page)	-------
-------	For preparation of certified copy of priority document and e-transmission through WIPO DAS.	No fee	No fee	Not applicable	Not applicable	-------
-------	Request for adjournment of hearing (for each adjournment)	1000	5000	1100	5500	Rule 129A

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Chapter 2

SPECIMEN OF FORMS RELATED TO PATENT APPLICATION

Form – 1

FORM 1 THE PATENTS ACT 1970 (39 of 1970) and THE PATENTS RULES, 2003 **APPLICATION FOR GRANT OF PATENT** (See section 7, 54 and 135 and sub-rule (1) of rule 20)				(FOR OFFICE USE ONLY)			
				Application No.			
				Filing date:			
				Amount of Fee paid:			
				CBR No:			
				Signature:			
1. APPLICANT'S REFERENCE / IDENTIFICATION NO. (AS ALLOTTED BY OFFICE)							
2. TYPE OF APPLICATION [Please tick (✓) at the appropriate category]							
Ordinary ( )		Convention ( )		PCT-NP ( )		PPH ( )	
Divisional ( )	Patent of Addition ( )	Divisional ( ) ( )		Patent of Addition ( )	Divisional ( )	Patent of Addition ( )	
3A. APPLICANT(S)							
Name in Full	Gender (optional, for individuals)	Nationality	Country of Residence	Age (optional, for natural persons)	Address of the Applicant		
	- Male - Female - Others - Prefer not to disclose			-_____ years - Prefer not to disclose	House No.		
					Street		
					City		
					State		
					Country		
					Pin code		
					Email (OTP verification mandatory -will be redacted)		
					Contact number (OTP verification mandatory -will be redacted)		
3B. CATEGORY OF APPLICANT [Please tick (✓) at the appropriate category]							
Natural Person ( )		Other than Natural Person ( )				Educational institution ()	
	Small Entity ( )		Startup ( )	Others ( )			
4. INVENTOR(S) [Please tick (✓) at the appropriate category]							
Are all the inventor(s) same as the applicant(s) named above?	Yes ( )		No ( )				

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If "No", furnish the details of the inventor(s)						
Name in Full	Gender (optional, for natural persons)	Nationality	Age (optional, for natural persons)	Country of Residence	Address of the Inventor	
	- Male - Female - Others - Prefer not to disclose		- _____years - Prefer not to disclose		House No.	
					Street	
					City	
					State	
					Country	
					Pin code	

5. TITLE OF THE INVENTION

6. AUTHORISED REGISTERED PATENT AGENT(S)	IN/PA No.	
	Name	
	Mobile No. (OTP verification mandatory-will be redacted)	
7. ADDRESS FOR SERVICE OF APPLICANT IN INDIA	Name	
	Postal Address	
	Telephone No.	
	Mobile No. (OTP verification mandatory-will be redacted)	
	Fax No.	
	E-mail ID (OTP verification mandatory-will be redacted)	

8. IN CASE OF APPLICATION CLAIMING PRIORITY OF APPLICATION FILED IN CONVENTION COUNTRY, PARTICULARS OF CONVENTION APPLICATION					
Country	Application Number	Filing date	Name of the applicant	Title of the invention	IPC (as classified in the convention country)

9. IN CASE OF PCT NATIONAL PHASE APPLICATION, PARTICULARS OF INTERNATIONAL APPLICATION FILED UNDER PATENT CO-OPERATION TREATY (PCT)	
International application number	International filing date

10. IN CASE OF DIVISIONAL APPLICATION FILED UNDER SECTION 16, PARTICULARS OF ORIGINAL (FIRST) APPLICATION	
Original (first) application No.	Date of filing of original (first) application

11. IN CASE OF PATENT OF ADDITION FILED UNDER SECTION 54, PARTICULARS OF MAIN APPLICATION OR PATENT	
Main application/patent No.	Date of filing of main application
12. DECLARATIONS	

(i) Declaration by the inventor(s)

(In case the applicant is an assignee: the inventor(s) may sign herein below or the applicant may upload the assignment or enclose the assignment with this application for patent or send the assignment by post/electronictransmission duly authenticated within the prescribed period).

I/We, the above named inventor(s) is/are the true & first inventor(s) for this Invention and declare that the applicant(s) herein is/are my/our assignee or legal representative.

(a) Date

(b) Signature(s)

(c) Name(s)

(ii) Declaration by the applicant(s) in the convention country

(In case the applicant in India is different than the applicant in the convention country: the applicant in the convention country may sign herein below or applicant in India may upload the assignment from the applicant in the convention country or enclose the said assignment with this application for patent or send the assignment by post/electronic transmission duly authenticated within the prescribed period)

I/We, the applicant(s) in the convention country declare that the applicant(s) herein is/are my/our assignee or legal representative.

(a) Date

(b) Signature(s)

(c) Name(s) of the signatory

(iii) Declaration by the applicant(s)

I/We the applicant(s) hereby declare(s) that: -

- □I am/We are in possession of the above-mentioned invention.
- □The provisional/complete specification relating to the invention is filed with this application.
- □The invention as disclosed in the specification uses the biological material from India and the necessary permission from the competent authority shall be submitted by me/us before the grant of patent to me/us.
- □There is no lawful ground of objection(s) to the grant of the Patent to me/us.
- □I am/we are the true & first inventor(s).
- □I am/we are the assignee or legal representative of true & first inventor(s).
- □The application or each of the applications, particulars of which are given in Paragraph-8, was the first application in convention country/countries in respect of my/our invention(s).
- □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 international application under Patent Cooperation Treaty (PCT) as mentioned in Paragraph-9.
- □The application is divided out of my /our application particulars of which is given in Paragraph-10 and pray that this application may be treated as deemed to have been filed on DD/MM/YYYY under section 16 of the Act.
- □The said invention is an improvement in or modification of the invention particulars of which are given in Paragraph-11.

13. FOLLOWING ARE THE ATTACHMENTS WITH THE APPLICATION

(a) Form 2

Item	Details	Fee	Remarks
Complete/ provisional specification)#	No. of pages		
No. of Claim(s)	No. of claims and No. of pages		
Abstract	No. of pages		
No. of Drawing(s)	No. of drawings and No. of pages		

In case of a complete specification, if the applicant desires to adopt the drawings filed with his provisional specification as the drawings or part of the drawings for the complete specification under rule 13(4), the number of such pages filed with the provisional specification are required to be mentioned here.

(b) Complete specification (in conformation with the international application)/as amended before the International Preliminary Examination Authority (IPEA), as applicable (2 copies).
(c) Sequence listing in electronic form
(d) Drawings (in conformation with the international application)/as amended before the International Preliminary Examination Authority (IPEA), as applicable (2 copies).
(e) Priority document(s) or a request to retrieve the priority document(s) from DAS (Digital Access Service) if the applicant had already requested the office of first filing to make the priority document(s) available to DAS.
(f) Translation of priority document/Specification/International Search Report/International Preliminary Report on Patentability.
(g) Statement and Undertaking on Form 3
(h) Declaration of Inventorship on Form 5
(i) Power of Authority
(j)……..

Total fee ₹…….in Cash/ Banker's Cheque /Bank Draft bearing No..... Date……..on …… Bank.

I/We hereby declare that to the best of my/our knowledge, information and belief the fact and matters slatedherein are correct and I/We request that a patent may be granted to me/us for the said invention.

Dated this……day of……20……
Signature:
Name:
To,
The Controller of Patents
The Patent Office, at……..

Note: -
* Repeat boxes in case of more than one entry.
* To be signed by the applicant(s) or by authorized registered patent agent otherwise where mentioned.
* Tick (✓)/cross (x) whichever is applicable/not applicable in declaration in paragraph-12.
* Name of the inventor and applicant should be given in full, family name in the beginning.
* Strike out the portion which is/are not applicable.
* For fee: See First Schedule.

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Form – 2

FORM 2
THE PATENT ACT 1970
(39 of 1970)
&
The Patents Rules, 2003
PROVISIONAL/COMPLETE SPECIFICATION
(See section 10 and rule13)

1. TITLE OF THE INVENTION

2. APPLICANT (S)
(a) NAME:
(b) NATIONALITY:
(c) ADDRESS:

3. PREAMBLE TO THE DESCRIPTION

PROVISIONAL	COMPLETE
The following specification describes the invention.	The following specification particularly describes the invention and the manner in which it is to be performed.

4. DESCRIPTION (Description shall start from next page.)

5. CLAIMS (not applicable for provisional specification. Claims should start with the preamble — **"I/we claim"** on separate page)

6. DATE AND SIGNATURE (to be given at the end of last page of specification)

7. ABSTRACT OF THE INVENTION (to be given along with complete specification on separate page)

Note: -
***Repeat boxes in case of more than one entry.**
***To be signed by the applicant(s) or by authorized registered patent agent.**
***Name of the applicant should be given in full , family name in the beginning .**
***Con.plete address of the applicant should be given stating the postal index no./code, state and country.**
***Strike out the column which is/are not applicable**

Form – 3

FORM 3

THE PATENTS ACT, 1970

(39 of 1970)

and

THE PATENTS RULES, 2003

STATEMENT AND UNDERTAKING UNDER SECTION 8

(See sub-rule (2) and (3) of Rule 12)

1. Name of the applicant(s).	I/We…… …… …… …… hereby declare:
2. Name, address and nationality of the joint applicant.	(i) that I/We who have made the application for patent number ……. in India, dated ……., alone/jointly with ……, (ii) that I/We have not made any application for the same/substantially the same invention outside India Or (iii) that I/We have made for the same/ substantially same invention, application(s) for patent in the other countries, the particulars of which are given below:

Name of the country	Date of application	Application No.	Status of the application	Date of publication	Date of disposal

3. Name and address of the assignee	(i) that the rights in the application(s) filed in India has/have been assigned to …… …… …… (ii) that I/We undertake that upto the date of grant of the patent by the Controller, I/We would keep him informed in writing regarding the details of corresponding applications for patents filed outside India in accordance with the provisions contained in section 8 and rule 12. Dated this……day of……..20……

4. To be signed by the applicant or his authorized registered patent agent.	Signature. .....
5. Name of the natural person who has signed.	(..... .....)
	To The Controller of Patents,The Patent Office, at.....
Note. - Strike out whichever is not applicable.	

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Form – 4

FORM 4

THE PATENTS ACT, 1970

(39 of 1970)

and

THE PATENTS RULES, 2003

REQUEST FOR EXTENSION OF TIME OR CONDONATION OF DELAY

[See sections 53(2), and 142 (4); rules 12(5), 13(6), 24B(6), 24C(11), 80(1A), 130, 131(2) and 138]

1. Name of the applicant	I/We…….. …… …….. hereby request for extension of time for ..... months(s) under section/rule …….. ..... in connection with my/our/application/Patent No…….. The reasons for making the request are as follows:- …… …… Dated this…….day of ……..20…..
2. To be signed by the applicant or his authorized registered patent agent	Signature (.....)
3. Name of the natural person who has signed	
	To The Controller of Patents, The Patent Office, at……
Note. - For fee: See First Schedule.	

Form – 5

FORM 5
THE PATENTS ACT, 1970
(39 of 1970)

&

The Patents Rules, 2003
DECLARATION AS TO INVENTORSHIP
[See section 10(6) and rule 13(6)]

1. NAME OF APPLICANT (S)	

hereby declare that the true and first inventor(s) of the invention disclosed in the complete specification filed in pursuance of my /our application numbered dated is/are

2. INVENTOR (S)
(a) NAME
(b) NATIONALITY
(c) ADDRESS

Dated this .....day of.....20.....

Signature: -
Name of the signatory: -

3. DECLARATION TO BE GIVEN WHEN THE APPLICATION IN INDIA IS FILED BY THE APPLICANT (S) IN THE CONVENTION COUNTRY: -

We the applicant(s) in the convention country hereby declare that our right to apply for a patent in India is by way of assignment from the true and first inventor(s).

Dated this .....day of.....20.....

Signature: -
Name of the signatory: -

4. STATEMENT (to be signed by the additional inventor(s) not mentioned in the application form)

I/We assent to the invention referred to in the above declaration, being included in the complete specification filed in pursuance of the stated application.

Dated this .....day of.....20.....

Signature of the additional inventor(s): -

Name: -

To, The Controller of Patent

The Patent Office, at.....

Note
***Repeat boxes in case of more than one entry.**
***To be signed by the applicant(s) or by authorized registered patent agent otherwise where mentioned.**
***Name of the inventor and applicant should be given in full, family name in the beginning .**
***Complete address of the inventor should be given stating the postal index no./code, state and country.**

***Strike out the column which is/ are not applicable**

Form – 6

FORM 6
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003

CLAIM OR REQUEST REGARDING ANY CHANGE IN APPLICANT FOR PATENT

[See sections 20(1), 20(4) and 20(5); rules 34(1), 35(1) and 36(1)]

I/We,[1] _____

(a)[2] _____

(b)[3] _____

(c)[4] _____

hereby request that the application for patent No.....dated .....

made by[5]._____

_____

may proceed in my/our name and further request that direction of the Controller, if necessary be made in that effect

Reasons for making the above request are as follows:-

_____

_____

I furnish the following document(s) in support of my above request:[6]

(a)[7]_____

(b)[7]_____

(c)[7]_____

My/our address for service in India is:.[8]

_____

_____

1. Repeat the columns (a) to (c) if there are more than one applicant.

2. Insert the name in full. The family or principal name in the beginning if the applicant is a natural person.

3. Insert the complete address including postal index number/code and state and/or country.

4. Insert the nationality.

5. State the name of the applicant(s) for patent.

6. Original and certified copies of the documents shall accompany the claim or request. Consent by the legal representative of the deceased joint applicant shall be filed whenever required.

7. Insert the details of the documents.

8. Complete address including postal index number/code and state along with Telephone and fax number(s).

9. To be signed by the applicant(s) or authorized registered patent agent.

10. Name of the natural person who has signed.

Dated this ..... day of ....., 200

Signature [9]..

(----------) [10]..

To
The Controller of Patents,
The Patent Office,
At .....

N.B.: This form is not applicable for mere change of name.

Note: (a) Strike out whichever is not applicable.

(b) For fee:-See First Schedule.

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Form – 7

FORM 7
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
NOTICE OF OPPOSITION
[See sections 25(3) and rule 55A]

1. State names, address and nationality.

I/We,[1]..._____

_____

_____

hereby give notice of opposition to

2. State the grounds taken one after another.

patent No. .....) granted on application No. .....dated..... published on dated.....made by_____ on the grounds [2].

3. Complete address including postal index number/code and state along with Telephone and fax number.

_____

_____

4. To be signed by the opponent or by his authorized registered patent agent.

My/Our address for services in India is..[3]
.....
.....

5. Name of the natural person who has signed.

Signature [4]....
(_____) [5]....

To
The Controller of Patents,
The Patent Office,
At .....

For fee : See First Schedule.

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Form – 7A

"FORM 7A
THE PATENTS ACT, 1970 (39 OF 1970)
AND
THE PATENTS RULES, 2003
REPRESENTATION FOR OPPOSITION TO GRANT OF PATENT
[see rule 55]

1.	State names, address and nationality.	I/We,..... ..... hereby give representation by way of opposition to the grant of patent in respect of application no.....dated..... made by..... and published on ....
2.	State the grounds taken one after another.	on the grounds ....
3.	Complete address including postal index number/code and state along with telephone and fax number.	My/our address for service in India is ....
4.	To be signed by the opponent or by his/her authorized registered patent agent.	Signature
5.	Name and designation of the natural person who has signed.	(.....)

To
The Controller of Patents,
The Patent Office,
At ..... ." ;

Form – 8

FORM 8

THE PATENTS ACT, 1970

(39 of 1970)

&

The Patents Rules, 2003

REQUEST OR CLAIM REGARDING MENTION OF INVENTOR AS SUCH IN A PATENT

[See sections 28(2), 28(3) and 28(7); rules 66, 67 and 68]

1. State names, address and nationality of the person making this application.

I/We,[1] .....

.....

.....

hereby state/claim that the following person(s) be mentioned as inventor(s) in the patent application No. .....dated.....made by _____

2. Insert the name of the person mentioned as inventor.

_____or hereby declare that.[2]-

.....

.....

ought not to have mentioned as inventor in the application for Patent No. .....dated ..... made by .....and I/We hereby apply for a certificate to that effect.

3. Complete address including postal index number/code and state along with Telephone and fax number(s).

A Statement setting out the circumstances under which this application is made is attached together with the copy/copies thereof as required under the rules.

4. To be signed by the applicant or his authorized registered patent agent.

My/Our address for service in India is[3],

_____

_____

Dated this ..... day of 20

Signature..[4]...

5. Name of the natural person who has signed.

(.....)[5]....

To
The Controller of Patents,
The Patent Office,
At .....

Note :- For fee : See First Schedule.

Form – 8A

FORM 8A THE PATENTS ACT, 1970 (39 of 1970) and THE PATENTS RULES, 2003 **Certificate of Inventorship** [See rule 70A]	
1. Name of the Inventor, and Patent Number.	I……..……, Inventor in respect of Patent Number ....., hereby request for the grant of a 'Certificate of Inventorship' in respect of the Patent. OR I……..……, Inventor in respect of Patent Number ....., hereby request for the grant of a duplicate certificate of inventorship in respect of the Patent. The statement setting out the circumstances in which the original certificate of inventorship was lost, destroyed, damaged or cannot be produced are as follows: ……..…… ……..…… ……..…… ……..…… ……..……
2. To be signed by the inventor and the date of filing of this request.	Signature (BELOW INFORMATION IS MANDATORILY REQUIRED TO BE SUBMITTED) (Name of the Inventor who has signed) Aadhaar number of the Inventor (for Indian inventors) House No. Apartment/Street City State Country Pin Code Mobile Phone: (OTP verification mandatory-will be redacted) Email: (OTP verification mandatory-will be redacted) Dated this…….day of .....20….
	To The Controller of Patents, The Patent Office, at……
Note.- This Certificate does not, in any manner whatsoever, confer or derogate from any rights under the patent.	

Form – 9

FORM 9
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
REQUEST FOR PUBLICATION
[See section 11A(2); rule 24A]

1. Name, address and nationality of the applicant(s).

I/We[1].....
.....
.....
.....

2. To be signed by the applicant or his authorized registered patent agent.

hereby request for early publication of my/our application for Patent No..... dated .....under section 11A(2) of the Act.

Dated this .....day of 20

3. Name of the natural person who has signed.

Signature .. [2]...

(----------). [3]....

To
The Controller of Patents,
The Patent Office,
At .....

Note: - For fee : See First Schedule

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Form – 11

FORM 11
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
APPLICATION FOR DIRECTION OF THE CONTROLLER
[See sections 51(1) and 51(2); rules 76 and 77]

1. State the name in full, address and nationality.

I/We[1].....

.....

.....

hereby apply for the following direction in respect of patent No. ----------

dated.....grant to----------

---

2. Complete address including postal index number/code and state along with Telephone and fax number(s).

The reasons for making this application are as follows :

.....

.....

3. To be signed by the applicant(s) or his authorised registered patent agent.

My/Our address for service in India is:..[2].....

.....

Dated this .....day of 20

Signature .. [3]...

4. Name of the natural person who has signed.

(----------)[4]

To
The Controller of Patents,
The Patent Office,
At .....

Note: - For fee : See First Schedule

Form – 12

FORM 12
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
REQUEST FOR GRANT OF PATENT UNDER SECTION 26(1) & 52(2)
[See sections 26(1) & 52(2); rules 63A and 79]

1. Repeat the columns (a) to (c) if there are more than one applicant.

I/We[1].....

.....

(a).[2].....

2. Insert the name in full. Family or principal name in the beginning, if the applicant is a natural person.

.....

(b).[3].....

3. Insert the complete address including postal code and state and/or country.

.....

.....

(c).[4]. .....

hereby declare :

4. Nationality of the person.

(i) that I/We made opposition under section 25(3) before the Controller or a petition under Section 64 of the Act before the Appellate Board or High Court of [5].....

5. Name of the High Court.

.....

and the details of the patent and the opposition for the petition are given below :

6. Name, address and nationality of the true and first inventor.

Patent No. ..... dated .....Grantee / Patentee .....Oppositio n

7. Complete address including postal index number code and state along with Telephone and fax number(s).

Notice dated ---------- or Petition No. .....dated.....

(ii) that I/We have claimed to be the true and first inventor(s)/assignee(s)/legal representative(s) of [6]

8. To be signed by the applicant(s)

or his authorised registered patent agent.

.....

.....

.....

the true and first inventor of the invention for which the said patent was granted.

(iii) that by an order in the said opposition or petition the patent was revoked/the complete specification of the patent was directed to be amended by exclusion of ..... claims thereof.

(iv) that the Controller or Appellate Board or Court ordered to grant to me a patent in lieu of the said patent/part of the invention excluded by the amendment.

(v) that I/We submit a statement and certified copy of the order of the Controller or Appellate Board or Court in support of my application and request that a patent be granted to me in accordance with the order of the Appellate Board or Court.

9. Name of the natural person who has signed.

My/Our address for service in India is : .[7].

.....

.....

Dated this ..... day of 200

Signature [8]

(----------)[9] .....

To

The Controller of Patents,

The Patent Office,

At .....

Note: -(a) Strike out whichever is not applicable.

(b) For fee : See First Schedule.

Form – 13

FORM 13

THE PATENTS ACT, 1970

(39 of 1970)

and

THE PATENTS RULES, 2003

APPLICATION FOR AMENDMENT OF THE APPLICATION FOR PATENT/ COMPLETE SPECIFICATION/ANY DOCUMENT RELATED THERETO

[See section 57; sub-rule (1) of rule 81]

1. Name of the applicant(s).	I/We…… …… request leave to amend the application/any document related thereto/complete specification with respect to application for patent No……dated……as highlighted in the copy hereto annexed. My/Our reason for making this request are as follows:- …… …… I/We declare that no action for infringement or for the revocation of the patent in question is pending before Appellate Board or a Court. I/We declare that the facts and matters stated herein are true to the best of my/our knowledge information and belief.
2. To be signed by the applicant(s) or patentee(s) or by his authorized registered patent agent	Dated this……..day of……20…… Signature……

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3. Name of the natural person who has signed	(.....)
	To The Controller of Patents, The Patent Office, at.....
Note.- For fee: See First Schedule.”;	

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Form – 14

FORM 14
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003

NOTICE OF OPPOSITION TO AMENDMENT / RESTORATION / SURRENDER OF PATENT/GRANT OF COMPULSORY LICENCE OR REVISION OF TERMS THEREOF OR TO CORRECTION OF CLERICAL ERRORS

[See sections 57(4), 61(1), 63(3), 78(5) and 87(2); rules 81(3)(b), 85(1), 87(2), 98(1), 101(3) and 124]

1. State the name, address and nationality.

I/We[1].....
.....
hereby give notice of opposition: -
to the amendment of the application/specification with respect to application for Patent No. _____dated .....
OR
to the application for restoration of Patent No. .....dated.....
OR
to the offer to surrender the Patent No. .....dated.....
OR
for the grant of compulsory licence, or revocation of Patent No. ..... dated .....
OR
-for the revision of the terms and conditions of licence in respect of Patent No. .....dated .....
OR
for correction of a clerical error in Patent No. ..... dated ..... / Specification No. ..... dated ..... in respect of Patent No. .....dated .....or Patent application No. ..... dated .....

2. Complete address including postal index number/code and state along with Telephone and fax number(s).

The grounds in which the said opposition is made are as follows:
.....
.....
My / Our address for service in India is: [2].
.....
.....

3. To be signed by the opponent or his authorised registered patent agent.

Dated this ..... day of 20

Signature . 3. ....

4. Name of the natural person who has signed.

(----------) [4]. ....

To
The Controller of Patents,
The Patent Office,
At ....

Note: -(a) Strike out whichever is not applicable.
(b) For fee : See First Schedule.

Form – 15

FORM 15
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
APPLICATION FOR THE RESTORATION OF PATENT
[See section 60; rule 84]

1. Insert the name, address, nationality of the applicant(s).

I/We[1].....
.....
.....
hereby apply for an order of the Controller for the restoration of Patent No. .....dated .....granted to.....
.....
The circumstances which led to the failure to pay the renewal fee to pay the renewal fee for the year .....
on or before ..... are as follows:
.....
I/We declare that I/We have not assigned the patent to any other person(s) and that the facts and matters stated herein are true to the best of my/our knowledge information and belief.

Dated this ..... day of 20

2. To be signed by the applicant(s) or by his authorised registered patent agent.

Signature [2].....

(.....)[3]

3. Name of the natural person who has signed.

To
The Controller of Patents,
The Patent Office,
At ....

Note: For fee : See First Schedule.

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Form – 16

FORM 16
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003

APPLICATION FOR REGISRATION OF TITLE/INTEREST IN A PATENT OR SHARE IN IT OR REGISTRATION OF ANY DOCUMENT PURPORTING TO AFFECT PROPRIETORSHIP OF THE PATENT

[See sections 69(1), 69(2); rules 90(1) and 90(2)]

1. Insert the name, address and nationality of the applicant(s).

I/We[1].
.....
.....
hereby apply that my/our name(s) may be registered in the register of patent as a person entitled to the patent/a share in the patent/an interest in the patent details of which are specified below:

Patent No. .....dated.....
Grantee.....Patentee .....
and in proof thereof we transmit the accompanying[2].....
.....with a certified copy thereof.

OR

Transmit herewith an attested copy of[2]
.....
.....in respect of Patent No(s).....dated .....
granted to .....
of which the patentee is ..... as well as the original document for verification and I/We hereby apply that a notification thereof may be entered in the register of patents.

2. A description of the nature of the document, giving the date and the names, address and nationality of the parties thereto.

3. Complete address including postal code and state along with telephone and fax number(s).

My/Our address for service in India is[3].
.....
.....

Dated this .....day of 20

4. To be signed by the applicant or his authorised registered patent agent.

Signature . 4.....
(----------)[5]

5. Name of the natural person who has signed.

To
The Controller of Patents,
The Patent Office,
At .....

Note : - (a) For fee : See First Schedule.
(b) Strike out whichever is not applicable.

Form – 17

FORM 17
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003

APPLICATION FOR COMPULSORY LICENCE

[See sections 84(1), 91, 92(1) or 92A; rule 96]

1. Name, address and nationality of the applicant(s).

I/We.[1] .....
.....
hereby apply for the grant of a compulsory licence under Patent No. ....dated .....
granted to .....
..... for which the patentee is
..... on the following grounds, namely :
.....
.....

2. Certified copies of the documents are to be enclosed in duplicate.

3. Complete address including postal code and state along with telephone and fax number(s).

I/We declare that the facts and matters stated herein are true to the best of my/our knowledge, information and belief.

The details of documentary evidence in support of my/our interest and the grounds stated above are given below [2] .....

(a) .....
(b) .....
(c) .....

My/Our address for service in India is: [3] .....
.....

Dated this ..... day of 20

4. To be signed by the applicant(s) or by his authorised registered patent agent.

Signature [4] .....

(----------) [5] ....

5. Name of the natural person who has signed.

To
The Controller of Patents,
The Patent Office,
At .....

Note: For fee : See First Schedule.

Form – 18

FORM 18 THE PATENTS ACT, 1970 (39 of 1970) & The Patents Rules, 2003 REQUEST/EXPRESS REQUEST FOR EXAMINATION OF APPLICATION FOR PATENT [See section 11B and rule 20(4)(ii), 24B(1)(i)]	(FOR OFFICE USE ONLY) RQ. No: Filing Date: Amount of Fee Paid: CBR No: Signature:

1. APPLICANT (S)/OTHER INTERESTED PERSON

(a) NAME :

(b) NATIONALITY :

(c) ADDRESS :

2. Statement in case of request for examination made by the applicant(s)

.I/We hereby request that my/our application for patent no. _____filed on _____ for the invention titled_____ shall be examined under sections 12 and 13 of the Act.

Or

I/We hereby make an express request that my/our application for patent no. _____filed on._ _____based on Patent Cooperation Treaty (PCT) application no. _____dated_____ made in country _____shall be examined under sections 12 and 13 of the Act, immediately without waiting for the expiry of 31 months as specified in rule 20(4)(ii).

3. Statement in case of request for examination made by any other interested person

I/We the interested person request for the examination of the application no. _____dated _____filed by the applicant _____titled_____ under sections 12 and 13 of the Act.

As an evidence of my/our interest in the application for patent following documents are submitted.

(a) _____

_____

4. ADDRESS FOR SERVICE

Dated this_____ day of_____ 20

Signature
Name of the signatory

To, The Controller of Patent
The Patent Office, at .....

NOTE:
***To be signed by the applicant(s) or by his authorized registered patent agent**
***Strike out the column which is/are not applicable**

Form – 18A

"FORM 18 A THE PATENTS ACT,1970 and THE PATENT RULES,2003 REQUEST FOR EXPEDITED EXAMINATION OF APPLICATION FOR PATENT [See section 11B and Rule 24C]	(FOR OFFICE USE ONLY) RQ. No.: Filing Date: Amount of fee Paid: CBR no: Signature:

1. APPLICANT(s)

(A)NAME:

(B) NATIONALITY:

(C) ADDRESS:

2. I/We ----------hereby request that my/our application for patent no.----------filed on----------for ---------- ----------the----------invention titled ---------- ----------shall be examined under sections 12 and 13 of the Act.

or

I/We ----------hereby request that my/our application for patent no.----------filed on----------for ---------- ----------the----------invention titled ---------- ---------- based on Patent Cooperation Treaty (PCT) application no..... dated..... made in country ..... shall be examined under sections 12 and 13 of the Act, immediately without waiting for the expiry of 31 months as specified in rule 20(4)(ii).

or

I/We hereby request that my/our request for examination bearing no.----------for application for patent no.----------filed on----------for ---------- the----------invention titled ---------- ----------may be converted to a request for expedited examination of patent application under rule 24C and the application shall be examined under sections 12 and 13 of the Act.

3. The applicant(s) to indicate (by ticking the appropriate box) any of the grounds applicable in case of request for expedited examination made by on any of the following grounds:

☐ that the applicant is a startup, or

☐ that India has been indicated as the competent International Searching Authority or elected as an International Preliminary Examining Authority in the corresponding international application.

ADDRESS FOR SERVICE IN INDIA:

.....

.....

Dated this day of 20

Signature

Name of the signatory

To

The Controller of Patent

The Patent Office, at .....

NOTE:

To be signed by the applicant(s) or by his/ their authorized registered patent agent

"Strike out the column(s) which is/ are not applicable.";

For fee: See First Schedule.";

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Form – 19

*** For fee : See First Schedule**

FORM 19
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
APPLICATION FOR REVOCATION OF A PATENT FOR NON WORKING
[See section 85(1); rule 96.]

1. Name, address and nationality of the applicant(s).

I/We.[1] .....
.....
.....
hereby apply for revocation of Patent No.....dated..... granted to .....for which the patentee/applicant for patent is.....
.....for the following reason, namely:
[2] .....
.....

2. State the nature of the applicant's interest, the facts on which he relies and the grounds on which the application is made.

The details of documentary evidence in support of my/our interest and the reasons stated above are given below : [3] .....
(a) .....
(b) .....
(c) .....

3. Certified copies of all the documents are to be enclosed in duplicate.

I/We declare that the facts and matters stated herein are true to the best of my/our knowledge, information and belief.

My/Our address for service in India is.[4]
.....
.....
.....

4. Complete address including postal index number/ code and state along with telephone and fax number(s).

5. To be signed by the applicant(s) or his authorized registered patent agent.

Dated this ..... day of 20

Signature .[5].....
(----------)[6]

6. Name of the natural person who has signed.

To
The Controller of Patents,
The Patent Office,
At .....

Note : (a) For fee : See First Schedule.

Form – 20

(b) Strike out whichever is not applicable

FORM 20
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
APPLICATION FOR REVISION OF TERMS AND CONDITIONS OF LICENCE
[See section 88(4); rule 100]

1. Name, address and nationality of the applicant(s).

I/We[1].....
.....
.....
hereby declare :

(i) that Patent No.....dated ..... was granted to .....for which the patentee is .....

(ii) that I/We am/are holding licence under the patent, granted by the Controller by an order dated.....

2. To be signed by the applicant(s) or by his authorised registered patent agent.

(i) that the terms and conditions settled by the Controller have proved to be more onerous than originally expected and we are unable to work the invention.

3. Name of the natural person who has signed.

(iv) that the circumstances in which this application is made are set forth in the accompanying statement in duplicate.

I/ We request the Controller to revise the terms and conditions of the licence.

Dated this ..... day of..... 20

Signature [2].....

(----------)[3]

To
The Controller of Patents,
The Patent Office,
At .....

Note : (a) For fee : See First Schedule.
(b) Strike out whichever is not applicable.

Form – 21

FORM 21
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
REQUEST FOR TERMINATION OF COMPULSORY LICENCE
[See section 94; rule 102(1)]

1. Name, address and nationality of the applicant(s).

I/We[1].....
.....
hereby apply for the termination of the compulsory licence granted to
.....by the order of the Controller dated.....under patent No/ No..... dated..... granted to.....for which the patentee .....

I/we declare that I am/We are the patentee for the above mentioned patent
I/we declare that I/we derive title/interest in the patent.

2. Certified copies of the documents are to be enclosed in duplicate.

I/we make the above mentioned request for termination on the following grounds, namely:
.....
.....

3. Complete address including postal code and state along with telephone and fax number(s).

I/we declare that the facts and matters stated herein are true to the best of my/our knowledge, information and belief.
The details of documentary evidence in support of my/our interest and the grounds stated above are given below: [2]
(a) .....
(b) .....
(c) .....
My/our address for service in India is: [3]
.....

4. To be signed by the applicant(s) or by his authorized registered patent agent.

5. Name of the natural person who has signed.

Dated this ..... day of..... 20

Signature . [4]
( ) [5]
To
The Controller of Patents,
The Patent Office,
At .....

Form – 22

Note : (a) For fee : See First Schedule. (b) Strike out whichever is not applicable.

FORM 22
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
APPLICATION FOR REGISTRATION OF PATENT AGENT
[See rules 109(1) and 112]

I beg to apply for registration as a patent agent under the Patents Act, 1970

1 Certificate testifying to the character of the applicant should be from a person not related to him and being a Gazetted Officer or any other Person whom the Controller thinks fit.

A certificate of character[1]
From.....
.....
.....
is enclosed herewith.

I hereby declare that I am not subject to any of the dis-qualifications specified in rule 114 of the Patents Rules 2003 and that the information given below is true to the best of my knowledge and belief.

Name:[2].....
.....

2 Family or principal name in the beginning.

Address/place of residence: .....
.....
.....
Principal place of business: .....
.....
.....
Address of the branch office if any:
.....
.....

3 Either original certificates and other documents or copies thereof duly attested by the Gazetted Officer or any other person whom the Controller thinks fit must be sent with the application

Father's name: .....
.....
Nationality: .....
Date and place of birth: .....
.....
Occupation: .....

Particulars of qualification for registration as patent agent.[3]

(a) .....
(b) .....
(c) .....

Dated this ..... day of .....20 .....

4 To be signed by the applicant.

Signature[4] .....

5 Name or the natural person who has signed.

(----------)[5]

To
The Controller of Patents
The Patent Office
at .....

Note: (a) For fee : See First Schedule
(b) Attach two recent passport size photographs
(c) Provide specimen signature in separate sheet

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Form – 23

FORM 23
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
APPLICATION FOR THE RESTORATION OF THE NAME IN THE REGISTER OF PATENT AGENTS

[See section 130(2); rule 117(1)]

I, ...
hereby apply for the restoration of my name in the register of patent agent which was removed on ..... under section 130 or Rule 116. My name was originally entered in the register on .....under No .....

Dated this ..... day of ....20 .....

Signature[1] .....

(----------)[2]

To
The Controller of Patents
The Patent Office
at .....

1. To be signed by the applicant.
2. Name of the natural person who has signed.

Note: For fee: See First Schedule.

Form – 24

FORM 24
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
APPLICATION FOR REVIEW/SETTING ASIDE CONTROLLER'S DECISION/ORDER

[See sections 77(1)(f) and 77(1)(g) and rules 130(1) and 130(2)]

1. State the number of patent or patent application number and the relevant proceeding.

In the matter of[1] .....
.....
.....

2. Name, address and nationality of the applicant(s).

I/We[2] .....
.....
.....
.....

being the applicant(s)/opponent/party in the above matter hereby apply for the review/setting aside of the Controller's decision/order dated the ..... in the above matter.

The grounds for making the application are set forth in the accompanying statement submitted in duplicate.

Dated this ..... day of ....20 .....

3. To be signed by the applicant(s) or his authorized registered patent agent.

Signature[3] .....

4. Name of the natural person who has signed.

(----------)[4]

To
The Controller of Patents
The Patent Office
at .....

Note: For fee: See First Schedule.

Form – 25

FORM 25
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003

No Fee **REQUEST FOR PERMISSION FOR MAKING PATENT APPLICATION OUTSIDE INDIA**

[See section 39 and Rule 71(1)]

1. State the title of the invention.

I am/We are in possession of an invention for[1] .....
.....
I/We have made an application for the grant of a patent for the said invention, its number being No.....of .....Dated..... .....

OR

2. Name and address of the person (s)

I/we hereby attach the brief description of the invention.

I/We intend to make application (s) alone/jointly with[2].....
.....
....
for the same/substantially same invention for patent in the following country/countries/convention countries, namely:-
.....
..... I/We declare that the rights in the application (s) has/have been assigned to

3. Name and address of the assignee

[3].....
.....

I/We request that I/We may be granted permission to make application (s) for the said invention in the said country/countries. The reasons for making this application, are as follows:-

The facts and matters stated above are true to the best of my/our knowledge, information and belief.
Dated this .....day of .....20 .....

4. To be signed by the applicant (s) or authorised patent agent.

Signature[4].....

To
The Controller of Patents
The Patent Office
at .....

Note: (a) Strike out whichever is not applicable.

Form – 26

FORM 26
THE PATENTS ACT, 1970
(39 of 1970)
&
The Patents Rules, 2003
FORM FOR AUTHORISATION OF A PATENT AGENT/OR ANY PERSON IN A MATTER OR PROCEEDING UNDER THE ACT

[See sections 127 and 132; and rule 135]

1. Insert name, address and nationality.
2. Insert the name, address and nationality of the person(s) to be authorized.
3. State the particular matter or proceeding for which the authorisation is made.

I/We[1] .....
.....
.....
hereby authorise[2] .....
.....
.....
to act on my/our behalf in connection with[3]
.....
and request that all notices, requisitions and communication relating thereto may be sent to such person at the above address unless otherwise specified.

I/We hereby revoke all previous authorisation, if any made, in respect of same matter or proceeding.

I/We hereby assent to the action already taken by the said person in the above-matter.

Dated this ..... day of ...../20 .....

4. To be signed by the person(s) making this authorisation.

Signature[4] .....

5. Name of the natural person who has signed along with designation and official seal, if any.

(----------)[5]

To
The Controller of Patents
The Patent Office
at .....

To be stamped under the Indian Stamp Act, 1899 (2 of 1899).

Form – 27

FORM 27
THE PATENTS ACT, 1970
(39 of 1970)
AND
THE PATENTS RULES, 2003
No Fee

STATEMENT REGARDING THE WORKING OF PATENTED INVENTION(S) ON A COMMERCIALSCALE IN INDIA

[*See* section 146(2) and rule 131(1)]

1. Insert name, address, nationality, patent number(s).	I/ We, the Patentee(s)/ Licensee ……, in respect of patent number(s)....., furnish this statement, (Explanation: One form may be filed in respect of multiple patents, provided all of them are related patents and are granted to the same patentee(s)).
2. State the financial year to which the statement relates.	in respect of the financial year ……
3. Worked / not worked. Please state whether each patent in respect of which this form is being filed is worked or not worked.	

Patent Number(s)	Worked [Tick (✓) if applicable]	Not worked [Tick (✓) if applicable]

4. If not worked, please tick the appropriate reasons	☐ Patented Invention is under development/ commercial trial ☐ Patented Invention is under Review/approval with Regulatory authorities ☐ Exploring commercial licensing ☐ Any other, may specify:
5. Whether the patent is available for licensing	☐ YES ☐ NO In case of YES, would you be interested in receiving communications from any person interested in seeking a license. If so, kindly provide contact details as below: Email address: ..... Contact Number: .....
	The facts and matters stated above are true to the best of my/ our knowledge, information and belief. Dated this ..... day of ..... 20.....
6. To be signed by Patentee(s) / Licensee / Authorised Agent furnishing the statement.	Signature(s) ..... To The Controller of Patents, The Patent Office, at ……

Form – 28

	"FORM 28 **THE PATENTS ACT, 1970** **(39 of 1970)** **AND** **THE PATENTS RULES, 2003** **TO BE SUBMITTED BY A SMALL ENTITY /STARTUP/EDUCATIONAL INSTITUTION** **[See rules 2 (fa), 2(fb), 2(ca) and 7]**	
1	Insert name, address and nationality.	I/We …… …… applicant/ patentee in respect of the patent application no. ……or patent no…… hereby declare that I/we am/are a small entity in accordance with rule 2(fa) or a startup in accordance with rule 2(fb) or an educational institution in accordance with rule 2(ca) and submit the following document(s) as proof:
2	Documents to be submitted	
	i. For claiming the status of a small entity:	
	A. For an Indian applicant: Evidence of registration under the Micro, Small and Medium Enterprises Act, 2006 (27 of 2006).	
	B. In case of a foreign entity: Any other document.	
	ii. For claiming the status of a startup	
	A. For an Indian applicant: Any document as evidence of eligibility, as defined in rule 2(fb).	
	B. In case of a foreign entity: Any other document.	
	iii For claiming the status of an educational institution	
	A. For an Indian applicant: Any document as evidence of eligibility	
	B. In case of a foreign educational institution: Any other document.	
3	To be signed by the applicant(s) / patentee (s) / authorised registered patent agent.	The information provided herein is correct to the best of my/our knowledge and belief. Dated this ……day of …… 20…

4	Name of the natural person who has signed.	Signature .....

	Designation and official seal, if any, of the person who has signed.	(Name) ..... (Designation) ..... To The Controller of Patents, The Patent Office, At.....”;

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Form – 29

"FORM 29

THE PATENTS ACT, 1970

(39 of 1970)

and

THE PATENTS RULES, 2003

REQUEST FOR WITHDRAWAL OF THE APPLICATION FOR PATENT

[See Section 11B(4) and rules 7(4A), 26]

1. Name of the applicant	I/ We----------request that the application for patent numbered ..... _____dated _____filed by me/us, if applicable, having the request for examination / request for expedited examination numbered..... _____dated_____, be treated as withdrawn under rule 7(4A) / 26.
2. To be signed by the applicant or his authorized registered patent agent	Dated ----------day of---------- Signature (_____) (Name) ..... (Designation) .....
3. Name of the natural person who has signed	To The Controller of Patents Patent Office at _____
N.B. strike out whichever not applicable	

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Form – 30

FORM 30

THE PATENTS ACT ,1970

(39 of 1970)

and

THE PATENTS RULES,2003

TO BE USED WHEN NO OTHER FORM IS PRESCRIBED

[See sub-rule (2) of Rule 8]

1. Name of the Applicant/Patentee/Other	I/We			
2. Complete address including postal index number/code and State along with e-mail ID, telephone, mobile and fax number.	House No.	--	Telephone No. Mobile No.	-- ----
	City State Country	-- -- --	Fax No.	--
	Pin code	--	E-mail ID	--
3. Application No. / Patent No.				
4. Relevant section / rules				
5. Purpose of request				
6. Details of request				
7. To be signed by applicant	Signature.....			
8. Name of the natural person who has signed along with designation and official seal, if any.	(.....)			
	To, The Controller of Patents, The Patent Office, at .....".			

Form – 31

FORM 31
THE PATENTS ACT, 1970
(39 0F 1970)
AND
THE PATENTS RULES, 2003
GRACE PERIOD
[*See* section 31 and rule 29A]

1. Name, address, nationality, and application number.	I/ We, the applicant ……, in respect of application number……, filed on …… hereby claim the benefit of grace period provided under section 31.
2. Applicable provision	☐ Section 31(a) ☐ Section 31(b) ☐ Section 31(c) ☐ Section 31(d)
3. Documents to be submitted as evidence. **Note:** Evidence may also include an affidavit	(i) Section 31(a): With reference to: a) the earliest date of display or use BOX FOR DDMMYYYY; and b) that the display occurred with the consent of the true and first inventor or a person deriving title from him; and YES NO c) that the display occurred at an industrial or other exhibition towhich the provisions of this section have been extended by the Central Government by notification in the Official Gazette; the following documentary evidence is submitted: …… …… ……
	(ii) Section 31(b): With reference to: a) the earliest date of publication or use; b) the documentary evidence in respect of section 31(a) above; and c) the documentary evidence to the effect that the publication of any description of the invention occurred in consequence of the display or use of the invention as stated in section 31(b); the following documentary evidence is submitted: …… …… …… ……
	(iii) Section 31(c): With reference to: a) the earliest date of use; b) the documentary evidence in respect of section 31(a) or section 31(b) as mentioned above; and

		c) the documentary evidence regarding use of the invention as stated in section 31(c); and d) the documentary evidence or affidavit that the use of the invention occurred without the consent of the true and first inventor or a person deriving title from him; the following documentary evidence is submitted: ....
	(iv) Section 31(d)	With reference to: a) the earliest date of description or publication; b) the description of the invention in a paper read by the trueand first inventor before a learned society; c) the description of the invention published by the true and first inventor or with his consent in the transactions of a learned society; the following documentary evidence is submitted: ....
4. Undertaking		That my invention was in the public domain from DDMMYYYY and this application is made not later than 12 months from that date (earliest date as stated above in respect of section 31(a), 31(b), 31(c), or 31(d)).
		The facts and matters stated above are true to the best of my/ our knowledge, informationand belief. Dated this ..... day of ..... 20.....
5.To be signed by Applicant / Authorised Agent. **Note:** Affidavit, if any, shall be signed by the applicant.		Signature(s) ..... To The Controller of Patents,The Patent Office, at .....
Note: Select the options that are applicable.		

Chapter 3
LIST OF FORMS RELATED TO DESIGN APPLICATION

FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	
1	Application for registration of design/Application under reciprocal arrangement.	1000	4000	Sections 5 and 44
2	Claim to proceed as an applicant or joint applicant.	500	2000	Section 8(1) and 8(5)
3	Application for Extension of copyright.	2000	8000	Section 11
4	Application for the Restoration of lapsed design	1000	4000	Section 12(2) and rule 24
5	Request for inspection of registered design	500	2000	Section 17(1)
6	Request for search of information when registration number is supplied.	500	2000	Section 18
7	Request for search of information when registration number is not supplied.	1000	4000	Section 18

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FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	
8	Petition to cancel registration of a design.	1500	6000	Section 19
9	Notice of intended exhibition or publication of an unregistered design.	500	2000	Section 21
10	Application for registration of a document in the Register of Design.			Section 30(3)
	In respect of one design.	500	2000	
	For each additional design. (Later)	200	800	
11	Application for entry of name of proprietor or part proprietor in the Register of Design.			Section 30
	In respect of one design.	500	2000	
	For each additional design. (Later)	200	800	
12	Application for entry of mortgage or licence in the Register of Design.			Section 30
	In respect of one design.	500	2000	
	For each additional design. (Later)	200	800	

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FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	
13	Application for entry of notification of a document in the Register. Of Design			Section 30 and rule 37
	In respect of one design.	500	2000	
	For each additional design. (Later)	200	800	
14	Request for correction of clerical error.	500	2000	Section 29
15	Request for certified copy.	500	2000	Section 26 and rule 41
16	Application for certified copy of the registered design.	500	2000	Section 17(2)
17	Application for rectification of Register of Design.	500	2000	Section 31
18	Application for extension of time for filing priority document.	200 (Per month)	800 (Per month)	Rules 15 and 18
19	Notice of opposition.	100	400	Rule 40

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FORM NO.	TITLE OF THE FORM	GOVERNMENT FEES (in Rupees)		RELEVANT SECTIONS AND RULES
		For natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/or Start-up(s) and/or Small entit(y)/(ies)	
20	Notice of intention to attend hearings.	500	2000	Rules 29 and 40
21	Power of authority to agents.	NO FEE	NO FEE	Section 43
22	Request to alter name or address or address for service in Register of Design	200	800	rule 31
23	Request for entries of two addresses for service in the Register of Design	200	800	Section 10
24	To be submitted for claiming the status of a small entity or Start-up	NO FEE	NO FEE	Rules 2 and 5
---	Additional fee for restoration	1000	4000	---
---	On petition for amendment of any document.	500	2000	rule 46
---	On petition for enlargement of time.	500	2000	rule 29, 40, and 47
---	Inspection of Register of Design (in respect of each design)	250	1000	rule 38
---	On petition not otherwise provided for	1000	4000	---

PASINTELLECT Your Trusted Partner in Intellectual Property

Chapter 4

SPECIMEN OF FORMS RELATED TO DESIGN APPLICATION

Form – 1

"FORM 1

[THE DESIGNS ACT, 2000]

APPLICATION FOR REGISTRATION OF DESIGNS **(See sections 5 and 44)**

(For Fee see First Schedule)	
[A] Insert number of class [B] Insert (in full) address and nationality [B1] Category of applicant [Please tick (✓) for the appropriate category]	You are requested to register the accompanying in Class No. [A] ..... in the name of [B] ..... who claim(s) to be the proprietor(s) thereof. Natural Person ( ) Start-up ( ) Small Entity ( ) Others ( ) [B1]
[C] State whether drawings, photographs, tracings or specimens.	Four exactly similar [C] .....of the design accompany this request.
[D] Insert name of article or articles to which the design is to be applied or state trade description of each of the articles contained in the set	The design is to be applied to [D] .....
[E] Strike out these words if previous registration has been effected.	[E] The design has been previously registered in class(es)..... under No..... Details of first application in a convention country or group of countries or inter-governmental organisation. i. Name of the country/inter-governmental organization.... ii. Date of filing..... iii. Application number..... iv. Name of the applicant .....
[F] Unless an address for service in India is given, the request may not be considered.	[F] Address for service in India is..... ..... Email ID: Mobile No:
	Declaration: The applicant claims to be the proprietor(s) of the design and that
[G] To be signed by the applicant or by authorized agent.	to the best of his knowledge and belief the design is new or original. Dated this ..... Day of .....20..... (Signed)[G] .....

TO THE CONTROLLER OF DESIGNS, THE PATENT OFFICE, ...

* Strike out the words if no previous registration or priority claim has been effected".

Form – 2

FORM 2

[1][THE DESIGNS ACT, 2000]

CLAIM UNDER [2][SECTION 8(1) & (5)] TO PROCEED AS AN APPLICANT OR JOINT APPLICANT

[3][For Fee see First Schedule]

[A]State name, address and nationality of claimants.

I (or We)[A],.....
.....,
hereby request that the application for Design No. .....
.....of.....dated.....
made by[B].....
.....
may proceed in the name(s) of[C].....

[B]State the name of the applicant(s) for Design.

[C]Insert (in full) name, address and nationality of the person(s) in whose name(s) it is requested that the application shall proceed.

[D]Give particulars of such document giving its date, the parties there of and showing how the claim here made is substantiated.

I/we claim to be entitled to proceed as applicant(s) for the Design by virtue of[D].....
.....
.....

[E]State the nature of the document (copy).

And in the proof whether I/We transmit the accompanying[E]
.....
My/Our address for service in India is—
.....
.....
Dated this..... day of .....20.....
Signature[F] .....
I/We[G],.....,
consent to the above request.

[F]To be signed by the claimant(s).

[G]State name, address and nationality of the applicant.

[H]To be signed by the applicant(s) or authorised agent.

(Signature)[H].....

To
The Controller of Designs,
The Patent Office,

Form – 3

FORM 3

[1][THE DESIGNS ACT, 2000]

APPLICATION TO EXTEND COPYRIGHT

(*See* section 11)

[2][For Fee see First Schedule]

[A]Insert number of design.

[B]Insert class.

You are requested by the undersigned who is/are the registered proprietor(s) of the Design No.[A]..... registered in Class[B]..... to extend the period of copyright for a period of five years.

Address for service in India is—

.....

.....

Dated this..... day of .....20.....

[C]To be signed by the applicant or authorised agent.

(Signed)[C].....

To

The Controller of Designs,

The Patent Office,

RASI INTELLECT Your Trusted Partner in Intellectual Property

Form – 4

FORM 4

[1][THE DESIGNS ACT, 2000]

APPLICATION FOR THE RESTORATION OF DESIGN UNDER SECTION 12(2)

(*See* rule 24)

[4][For Fee see First Schedule]

[A]Insert the name (in full), address and nationality of applicant(s).

I (or We)[A].....
Hereby apply for an order of the Controller for the restoration of Design No. .....
of .....dated.....
granted to.....

[B]State the last date when fee was due.

The circumstance which led to the failure to pay the extension fee of Rs. ..... on or before the[B] ..... day of.....20..... are as follows:—

.....

.....

I/We declare that I/We have not assigned the Design to any other person(s) and that the fact and matters stated herein are true to the best of my/our knowledge, information and belief.

My/our address for service in India is—

.....

.....

Dated this..... day of .....20.....

(Signed)[C].....

[C]To be signed by the applicant(s) or if the applicant(s) is/are absent from India, by authorised agent.

Note.—Strike out whichever is inapplicable.

To
The Controller of Designs,
The Patent Office,

Form – 5

FORM 5

[2][THE DESIGNS ACT, 2000]

REQUEST FOR INSPECTION

[*See* section 17(1)]

[3][For Fee see First Schedule]

[A]Insert the name and address and nationality

[B]Insert the number and class of the Design.

I (or We)[A].....,
hereby request to inspect the Design No.[B]..... in Class.....as I/We am/are entitled under section 17(1) of the Design Act, 2000.

Address for service in India is—

.....

.....

Dated this..... day of .....20.....

(Signed)[C].....

[C]To be signed by the applicant or authorised agent.

To
The Controller of Designs,
The Patent Office,

RASMI INTELLECT
Your Trusted Partner in Intellectual Property

Form – 6

FORM 6

[2][THE DESIGNS ACT, 2000]

REQUEST FOR SEARCH

(*See* section 18)

When registration number is supplied

[3][For Fee see First Schedule]

I hereby request that I may be given such information as I may be entitled to under section 18 of the Designs Act, 2000, with respect to the design registered under

[^]Insert number of design.

No.[^].....

Address for service in India is—

.....

.....

Dated this..... day of .....20.....

[$]To be signed by the applicant or authorised agent.

(Signed)[$].....

To

The Controller of Designs,

The Patent Office,

RASI INTELLECT Your Trusted Partner in Intellectual Property

Form – 7

FORM 7

[2][THE DESIGNS ACT, 2000]

REQUEST FOR SEARCH

(*See* section 18)

When registration number is not supplied

[3][For Fee see First Schedule]

I hereby request that a search may be made in Class[A]..... in respect of the design (annexed hereto in duplicate) and that I may be given such information as I may be entitled to under section 18 of the Designs Act, 2000.

Address for service in India is—

.....

.....

Dated this..... day of .....20.....

(Signed)[B].....

Address.....

[A]Insert number of class.

[B]To be signed by the applicant or authorised agent.

To

The Controller of Designs,

The Patent Office,

RAS INTELLECT Your Trusted Partner in Intellectual Property

Form – 8

FORM 8

[1][THE DESIGNS ACT, 2000]

PETITION FOR CANCELLATION FOR THE REGISTRATION OF A DESIGN

(*See* section 19)

[2][For Fee see First Schedule]

^Insert (in full) name, address and nationality.

Design No..... in Class.....

I (or We)^,.....

.....

.....

hereby apply that the registration of Design No. ..... in Class..... may be cancelled on the grounds—

(1)* that the design has been previously registered in India

(2)* that it was published in any country prior to the date of registration.

(3)* .....

(4)* .....

(5)* .....

*Strike out when not applicable.

Address for service in India—

.....

.....

Dated this..... day of .....20.....

[$]To be signed by the applicant or authorised agent.

(Signed)[$].....

To

The Controller of Designs,

The Patent Office,

Form – 9

FORM 9

[1][THE DESIGNS ACT, 2000]

NOTICE OF INTENDED EXHIBITION OF PUBLICATION OF AN UNREGISTERED DESIGN

(*See* section 21)

[4][For Fee see First Schedule]

[A]Insert (in full) name and address

I (or We)[A],..... hereby give notice of my (or our) intention—

(a) to exhibit a..... of..... at the.....

[B]State "opened" or "is to open"

Exhibition, which[B].....on the ..... day of.....20..... under the provisions of the Designs Act, 2000.

(b) to publish my (or our) Design for..... by reading a paper before[C]..... on the ..... and/or permitting pubication of the paper in the society's transactions[D] (.....).

[C]Insert the name and address.

[D]Insert within the brackets the official name of the transaction.

[E]Enclose brief description of design by, or the design with sketch, drawing or specimen.

I (or We) herewith enclose a brief description of my (or our)[E] .....

Dated this..... day of .....20.....

[F]To be signed by the applicant or by authorised agent.

(Signed)[F].....

To
The Controller of Designs,
The Patent Office.

Form – 10

FORM 10

[2][THE DESIGNS ACT, 2000]

APPLICATION FOR REGISTRATION OF A DOCUMENT IN THE REGISTER OF DESIGN

[*See* section 30(3)]

[3][For Fee see First Schedule]

[A]Insert the name (in full) address and nationality

I (or We)[A],.....,

.....

hereby apply for the registration of a document the details of which are given below in respect of Design No.(s)..... of..... Dated..... granted to..... and of which the proprietor of Design is..... in the Register of Designs:

[B]State the nature of the document, the parties to the same and date of its execution.

[B].....

My/Our address for service in India is—

.....

Dated this..... day of .....20.....

[C]To be signed by the applicant(s) or authorised agent.

(Signed)[C].....

To
The Controller of Designs,
The Patent Office,

RASHTRIYA INTELLECT Your Trusted Partner in Intellectual Property

Form – 11

FORM 11

[1][THE DESIGNS ACT, 2000]

APPLICATION FOR ENTRY OF NAME OF PROPRIETOR OR PART PROPRIETOR IN REGISTER OF DESIGNS

(*See* section 30)

[2][For Fee see First Schedule]

[A]Insert (in full) name, address and nationality

I (or We)[A].....,

.....

.....

hereby apply that you will enter my (or our) name (or names) in the Register of Designs as proprietor (or part proprietor) of.....

[B]Give name and address of person(s) to whom patent was granted.

..... granted to[B].....

..... of the registered Design(s) No.(s)* ..... Class.....

[C]Specify the particulars of such document giving its date, and the parties to the same, and showing how the claim here made is substantiated.

I (or We) claim to be entitled by virture of[C] .....

.....

.....

.....

[D]Insert the nature of the document.

And in proof whereof I (or We) transmit the accompanying[D] ..... with an attested copy thereof.

My (or our) address for service in India is—

.....

.....

Dated this..... day of .....20.....

[E]To be signed by the applicant or authorised agent.

(Signed)[E].....

To

The Controller of Designs,

The Patent Office,

Form – 12

FORM 12

[1][THE DESIGNS ACT, 2000]

APPLICATION FOR ENTRY OF A MORTGAGE OR LICENCE IN REGISTER OF DESIGNS

[2][For Fee see First Schedule] (*See* section 30)

[A]Insert (in full) name, address and nationality

I (or We)[A],.....

.....

.....

hereby apply that you will enter in the Register of Designs a notice of the following interest.

[B]Insert the nature of the claim, whether by way of mortgage or licence.

I (or We) claim to be entitled[B].....

.....

to an interest. .....

in the Registered Design(s) No.(s)*.....

[C]Specify the particulars of such document giving its date, and the parties to the same, and showing how the claim here made is substantiated.

Class..... by virtue of[C].....

.....

[D]Insert the nature of the document.

And in proof whereof I (or We) transmit the accompanying[D] ..... with an attested copy thereof.

My (or our) address for service in India is—

.....

.....

Dated this..... day of .....20.....

[E]To be signed by the applicant or authorised agent.

(Signed)[E].....

To

The Controller of Designs,

The Patent Office,

Form – 13

FORM 13

[1][THE DESIGNS ACT, 2000]

APPLICATION FOR ENTRY OF NOTIFICATION OF DOCUMENT IN REGISTER OF DESIGNS

(*See* section 30 and rule 37)

[2][For Fee see First Schedule]

I (or We) transmit herewith an attested copy of[^].....

.....

.....

under the Design(s) No.(s) .....of..... as well as the original document for verfication, and I (or We) apply that a notification thereof may be entered in the Register.

[^]Insert a description of the nature of the document, giving its date and the names, address and nationality of the parties thereto.

[$]Insert full address of party benefiting under the document.

[$].....

.....

Dated this..... day of .....20.....

(Signed)[C].....

[C]To be signed by the applicant or authorised agent.

To

The Controller of Designs,

The Patent Office,

Form – 14

FORM 14

[1][THE DESIGNS ACT, 2000]

REQUEST FOR CORRECTION OF CLERICAL ERROR

(*See* section 29)

[5][For Fee see First Schedule]

[^]Insert (in full) name, address and nationality.

I/We[^],.....

.....

.....

hereby request that the following clerical error(s).....

.....

.....

.....

[B]Specify the document in which the error occurs.

In the[B].....No. .....

of..... may be corrected in the manner shown in red ink in the official copy of the original[B] .....

.....

.....

hereunto annexed.

My (or our) address for service in India is—

.....

Dated this..... day of .....20.....

[C]To be signed by the applicant or authorised agent.

(Signed)[C].....

To

The Controller of Designs,

The Patent Office.

Form – 15

FORM 15

[2][THE DESIGNS ACT, 2000]

REQUEST FOR CERTIFIED COPY

(*See* section 26 and rule 41)

[3][For Fee see First Schedule]

[A]Insert number and class of design.

In the matter of Design No.[A].....

Class.....

[B]Insert name, address and nationality.

I (or We)[B].....

hereby request you to furnish me (or us)..... with your certificate to the effect that[C].....

[C]Set out the particulars which the Controller is requested to certify.

.....

.....

and to send the certificate to.....

.....

The purpose for which the certificate is required is as follows:—

.....

.....

Dated this..... day of .....20.....

(Signed)[D].....

[D]To be signed by the applicant or authorised agent.

To
The Controller of Designs,
The Patent Office,

Form – 16

FORM 16

[1][THE DESIGNS ACT, 2000]

APPLICATION FOR CERTIFIED COPY OF THE REGISTERED DESIGN

[*See* section 17(2)]

[2][For Fee see First Schedule]

[A]Insert name, address and nationality.

I/We[A],.....

.....

.....

hereby request you to furnish me (or us) a certified copy of the following design. .....

[B]Insert number and class of design.

Design No.[B].....Class.....

[C]Insert the name of proprietor of the Design.

In the name of[C].....

.....

My/Our address for service in India is—

.....

.....

Dated this..... day of .....20.....

[D]To be signed by the applicant(s) or authorised agent.

(Signed)[D].....

To

The Controller of Designs,

The Patent Office,

Form – 17

FORM 17

[1][THE DESIGNS ACT, 2000]

RECTIFICATION OF REGISTER

(*See* section 31)

[2][For Fee see First Schedule]

[A]Insert name, address and nationality.

I (or We)[A],.....

.....

.....

hereby request that the Register of Designs may be rectified in the following manner in respect of Design No.[B].....

[B]Insert number and date of design.

dated the .....

My (or our) reasons for making this application are as follows:—

.....

.....

.....

I (or We) declare that the facts and matters stated herein are true to the best of my (or our) knowledge, information and belief.

My (or our) address for service in India is—

.....

.....

Dated this..... day of .....20.....

[C]To be signed by the applicant or authorised agent.

(Signed)[C].....

To

The Controller of Designs,

The Patent Office, [1][***].

Form – 18

FORM 18

[2][THE DESIGNS ACT, 2000]

APPLICATION FOR EXTENSION OF TIME

[3][*See* rule 15 and rule 18]

[4][For Fee see First Schedule]

[A]Insert (in full) name, address and nationality.

I (or We)[A],.....,

.....

.....

hereby apply for ..... months' extension of time—

Under rule 15 for leaving a certified copy of the design filed with the British or convention or group of countries or Inter governmental organisation application in respect of design [5][(i) [B]application No. .....or (ii) to extend the time period as specified under rule 18 in respect of the application No.....]

[B]Quote number and year of application of design.

The reason for making this application are as follows:—

.....

.....

.....

My (or our) address for service in India is—

.....

.....

.....

Dated this..... day of .....20.....

(Signed)[C].....

[C]To be signed by the applicant or authorised agent.

To

The Controller of Designs,

The Patent Office,

Form – 19

FORM 19

[2][THE DESIGNS ACT, 2000]

NOTICE OF OPPOSITION

(*See* rule 40)

(To be supplied in duplicate)

[3][For Fee see First Schedule]

[A]Insert (in full) name and address of applicant or applicants.

I (or We)[A],.....,

hereby give notice of my (or our) intention to oppose:

Under rule 41, the rectification of the Design in respect of The Design No.[B].....

filed by[C].....

granted to.....

registered in the name(s) of.....

.....

[B]Insert number and date.

[C]Insert name of applicant, grantee or proprietor.

The grounds of opposition are as follows:—

[D]Insert grounds and short statement of the facts of the case.

[D].....

.....

.....

My/Our address for service in India is—

.....

.....

Dated this..... day of .....20.....

[E]To be signed by the applicant(s) or authorised agent.

(Signed)[E].....

To

The Controller of Designs,

The Patent Office,

Form – 20

FORM 20

[1][THE DESIGNS ACT, 2000]

NOTICE OF INTENTION TO ATTEND HEARINGS

(*See* rules 29 and 40)

[2][For Fee see First Schedule]

[A]Insert (in full) name and address

I/We[A],.....,
.....

hereby give notice that the hearing in reference to[B].....
.....
.....
.....

will be attended by myself (ourselves), or by some person on my (or our) behalf.

Dated this..... day of .....20.....

[B]Insert name or full address.

[C]To be signed by the applicant or authorised agent.

(Signed)[C].....

To
The Controller of Designs,
The Patent Office,

RAS INTELLECT
Your Trusted Partner in Intellectual Property

Form – 21

FORM 21

[1][THE DESIGNS ACT, 2000]

POWER OF AUTHORITY TO AGENT

(*See* section 43)

To be stamped under the Indian Stamp Act.

[A]State particulars

In connection with[A].....

.....

.....

[B]Insert name and address of Agent.

I (or We) hereby authorised[B].....

.....of.....

to act as my (or our) Agent and to receive all notices, requisitions and communications until further notice.

[C]Strike out not required.

[D]Insert name of Agent whose authority is cancelled.

[C]And I (or We) revoke the previous authority given by me (or us) to[D].....

.....

.....

.....

.....

in this matter.

Dated this..... day of.....20.....

(Signed)[E].....

[E]To be signed by the applicant with official seal and designation of the signatory.

To

The Controller of Designs,
The Patent Office,

Form – 22

FORM 22

[2][THE DESIGNS ACT, 2000]

NOTICE OF ALTERATION OF ADDRESS OR NAME OR AN ADDRESS FOR SERVICE IN THE REGISTER OF DESIGNS

(*See* rule 31)

[3][For Fee see First Schedule]

In the matter of Design No. .....

Class.....

[A]Insert (in full) name and address

I (or We)[A],.....,

.....

hereby request that ..... name, address (or ..... address for service) now upon the Register of Designs may be altered to[B].....

[B]Insert name or full address.

.....

.....

Address for service in India is—

.....

.....

Dated this..... day of .....20.....

[C]To be signed by the applicant or authorised agent.

(Signed)[C].....

To

The Controller of Designs,

The Patent Office, [1] .

Form – 23

FORM 23

[1][THE DESIGNS ACT, 2000]

REQUEST FOR ENTRY OF TWO ADDRESSES FOR SERVICE IN REGISTER OF DESIGNS

(*See* section 10)

[2][For Fee see First Schedule]

In the matter of Design No. .....

Class.....

[A]Insert (in full) name and address

I (or We)[A],.....

.....

.....

.....

hereby request that the two following addresses for service by may be entered in the Register of Designs.

[B]Insert full address.

(a)[B].....

.....

(b)[B].....

.....

Dated this..... day of .....20.....

[C]To be signed by the applicant or authorised agent.

(Signed)[C].....

To

The Controller of Designs,

The Patent Office,

RASHTRIYA INTELLECT Your Trusted Partner in Intellectual Property

Form – 24

	"FORM-24 **(THE DESIGNS ACT, 2000)** **(See Rule 2 & 5)** **TO BE SUBMITTED FOR CLAIMING THE STATUS OF A SMALL ENTITY OR STARTUP**	
1	Insert name, address and nationality Please tick the appropriate category	I/ We ..... applicant/ in respect of the design application no. ..... hereby declare that I/we am/are a small entity or a startup and submit the following document(s) as proof:
2	Documents to be submitted as evidence of eligibility:	
i.	For claiming the status of a small entity:	
	A. For an Indian applicant: Evidence of registration under the Micro, Small and Medium Enterprises Act, 2006 (27 of 2006). B. In case of a foreign entity: Any document as evidence of eligibility	
ii.	For claiming the status of a startup:	
	A. For an Indian applicant: The certificate of recognition from Department for Promotion of Industrial Policy and Internal Trade B. In case of a foreign entity: Affidavit as evidence of eligibility along with supporting document.	

3.	Undertaking	The information provided herein is correct to the best of my/ our knowledge and belief. Dated this .....day of ..... 20...
4.	To be signed by the applicant(s)/ registered proprietor(s)/ authorised registered patent agent. Name of the natural person who has signed.	Signature .....

Notes

RAS INTELLECT

Your Trusted Partner in Intellectual Property