



## Intellectual Property Office of Papua New Guinea

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### OFFICIAL NOTICE CONCERNING TRADEMARK APPLICATIONS

#### Additional Filing Requirement for Lodgment of a Form 4 Application (an application for registration of a trademark)

The Intellectual Property Office of Papua New Guinea wishes to inform its valued clients on the latest change to the filing requirement concerning the lodgment (filing) of an application for registration of trademark (Form 4). In particular, the manner in which trademark representations is placed on the application form.

Please be advised that the Office will *no longer* accept Form 4 Applications (*an application for registration of a trademark*) that have pasted/glued/stapled trademark representations on the actual application form. **Instead, the Office requires that all trademark representations be either TYPED (especially plain word marks) OR EMBEDDED INTO THE APPLICATION FORM OR SCANNED (especially images/mixed marks) to appear as part of the application form. Note that the scanned or embedded image should have a resolution of 300dpi.**

The change is due to a recent upgrade on our present automation system and the move to have all of our paper files digitized for better office operations.

Applicants are therefore kindly requested to have their trademark representations **typed or scanned as part of the Form.**

**Alternatively, applicant's can provide us a soft copy of the trademark representation through email to: [registrar.ipopng@ipa.gov.pg](mailto:registrar.ipopng@ipa.gov.pg).** Please ensure that the representation is in a format that is readable. Preferred formats are JPEG, TIFF etc or on a word document (Microsoft Office Word 2007). Please also include in the email, the name of the applicant, the address for service and details of the payment of prescribed fees.

Please note that this requirement will be **effective as of 24 July 2012.**

We request that clients observe this requirement and adhere to it to avoid their applications from being rejected.

Should you have any queries, please contact us.

We apologize for any inconveniences.

Thank you,

Authorized by



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**Amelia Na'aru**  
**Registrar of Trade Marks**