

**INVESTMENT PROMOTION AUTHORITY**  
*Intellectual Property Office of Papua New Guinea*

11<sup>th</sup> March 2020

*TO WHOM IT MAY CONCERN*

**SUBJECT: CHANGES TO LODGMENT & DISPATCH PROCESS**

This notice serves to inform clients that the Intellectual Property Office of PNG within the Investment Promotion Authority has recently made administrative changes to its lodgment and dispatch processes of documents with the aim of efficiently communicating with its valued clients.

The Office has changed its mode of receiving and dispatching documents from post/mail and paper lodgments to emails only or electronic means only with a few exceptions to certain lodgments.

All lodgments/submissions must therefore be submitted via email only to the Email Address: [ipolodgements@ipa.gov.pg](mailto:ipolodgements@ipa.gov.pg). The Office will no longer accept paper lodgments via post or at the counter.

Furthermore, all Office Notices dispatched from the Office will only be sent via email. All clients are therefore required to provide a reliable email address for their notices to be sent to this address.

The Office will no longer be mailing or sending through post office notifications concerning trademark, patents and industrial designs matters. Furthermore, the Office will no longer be maintaining pigeon holes for clients as a means of transmitting office notices.

These changes are therefore effective as of 1<sup>st</sup> April 2020.

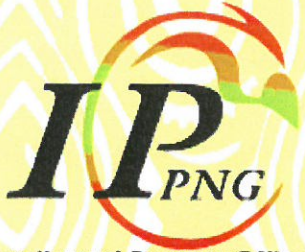
- Attached, is the document containing the specific prescribed requirements for lodgments and dispatch of notices.

Should you need further clarification or details on these matters, please contact the Office on telephone (675) 308 4432 or send your query to [registrar.ipopng@ipa.gov.pg](mailto:registrar.ipopng@ipa.gov.pg).

Sincerely,



**Amelia Na'aru**  
**Registrar, Intellectual Property Office of PNG**



**Intellectual Property Office**  
Papua New Guinea

**IPA Haus**

Level 1  
Munidubu Street  
(Corner of Lawes Rd & Champion Pde)  
Konedobu, Port Moresby

Intellectual Property Office of  
Papua New Guinea  
P.O. Box 5053, Boroko  
Port Moresby  
Papua New Guinea

Telephone: (675) 308 4432

(675) 321 7311

(675) 321 3900

Facsimile: (675) 321 5155

Email:

[registrar.ipopng@ipa.gov.pg](mailto:registrar.ipopng@ipa.gov.pg)

Website: [www.ipopng.gov.pg](http://www.ipopng.gov.pg)



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