



## How to file a National Patent Application (via Paris Convention Route)

The applicant must, at least, complete these requirements as minimum filing requirements.

1. File a completed [Form 1](#) together with the prescribed fee of PG K1,000.00;
2. Provide a official letter (notice) requesting for grant of a patent together with prescribed requirements;
3. Complete description of the invention that is inclusive of but not limited to;
  - a. Claims;
  - b. Figures, drawings, graphs, sequence listings etc and;
  - c. Abstract.
4. Attach a completed [Power of Attorney form](#);
5. Where the applicant is not the inventor, attach a [Statement Justifying the Applicant's Right](#) in the prescribed format;
6. Submit three (3) copies each of the documents mentioned in item 3 of this document.

### **NOTE:**

- It must be furnished in accordance with the physical format as prescribed in '[Physical Requirements as to Form](#)' & '[Formality requirements for filing an Application](#).'
- For purpose of **claiming protection over a priority application** in another country, filing with the office must be done within **12 months of filing the first application**.