



Intellectual Property Office of Papua New Guinea

PHYSICAL REQUIREMENTS FOR A NEW PATENT APPLICATION

Physical Requirements for the prescribed form and layout of the Application Form & All Relevant Documents

In accordance with Section 19 subsection 7 of the Patents & Industrials Designs Act, the following requirements apply:-

1. Form 1 Application form and any accompanying statements must be filed in triplicates (3 copies each) but limited to specification only i.e. description, abstract, claims, drawings.
Do not amend, re-create, modify or omit any information on the prescribed Form 1. Applications submitted with modified forms will be refused for lodgement.
2. All elements of the application must be so presented in a manner that allows for the direct reproduction by photography, electrostatic processes, photo offset and microfilming;
3. The document must be printed on only one side of each sheet and not printed back to back;
4. All elements of the application shall be on paper, which is flexible, strong, white, smooth, non-shiny and durable.
5. The size of the sheets shall be A4 (29.7cm x 21cm), although the Registrar may accept sheets of other sizes.
6. The minimum margins of sheets shall be as follows:-
 - (a) upper margin of each page, except the first page: 20 mm; and
 - (b) upper margin of the first page: 30 mm; and
 - (c) side margin adjacent to the binding: 25 mm; and
 - (d) other side margin: 20 mm; and
 - (e) bottom margin : 20 mm
7. All sheets shall be numbered at the top of the sheet, in the middle, in consecutive Arabic numerals.

8. In effecting the sequential numbering of the sheets, the elements of the application shall be placed in the following order: the request, the description, the claims, the abstract, the drawings.
9. The sequential numbering of the sheets shall be effected by using three separate series of numbering, the first series applying to the request only and commencing with the first sheet of the request, the second series commencing with the first sheet of the description and continuing through the claims until the last sheet of the abstract, and the third series being applicable to the sheets of the drawings only and commencing with the first sheet of the drawings.
10. The text matter of the application shall be typed; graphic symbols, chemical or mathematical formulae and certain characters, if necessary, may be handwritten or drawn.
11. Drawings shall be executed in durable, black, sufficiently dense and dark, uniformly thick and well-defined lines and strokes without colorings.

NOTE:

For international applications filing via the PCT Route, the PCT standards relating to the physical requirements of the international application applies in this regard and will be accepted by the office.