



Intellectual Property Office of Papua New Guinea

PRESCRIBED REQUIREMENTS FOR LODGMENTS

1. All new incoming lodgments/submissions must now be submitted via email only to the **Email Address: IPOLodgements@ipa.gov.pg**. The Office will no longer accept paper lodgments via post or at the counter.

Exceptions only apply to the **following documents**, which can be submitted via paper lodgments and through post:-

- a) Form 1 Patent Applications
 - b) Form 4 Trade Mark Applications (Optional)
 - c) Form 5 Industrial Design Applications (Optional)
 - d) Originally signed documents: Power of Attorney, Statement Justifying the Applicant's Right and Deed of Assignment
2. The email must be sent from a reliable email address and must clearly contain an **Email Heading** indicating the Type of Submission i.e. Patent/Trade Mark/Industrial Design;
3. The content within the email must contain the prescribed requirements:-
- a) Name of Applicant or party lodging the document
 - b) Applicant's Contact Details which must include a reliable email address for correspondence
 - c) The Title of the invention/mark/design that is being filed/applied
 - d) Payment Details (*where applicable*)
 - e) Agent's Name (*if any*)
 - f) Agent's Contact Details (*email must be included*)
4. Where a submission contains an application for registration of a trademark (Form 4), an application for registration of an industrial design (Form 5) or Request for Grant of Patent Or Utility Model Certificate (Form 1), the Applicants or Agents must lodge an additional copy of the following documents in Microsoft word format along with its submission:-

- | | | |
|-----|--------------------|---------------------------------------|
| i. | TRADE MARK: | Statement of list of Goods & Services |
| ii. | PATENT: | Statement of Invention Claims |

iii. **INDUSTRIAL DESIGN:** Statement of Use of the Design

5. All attachments included in the email **must be restricted to 10MB per email submission**. Any attachment that exceeds 10MB can be submitted via Drop Box with the drop box link sent to the email IPOLodgements@ipa.gov.pg

PRESCRIBED REQUIREMENTS FOR DOCUMENTS WITH PAYMENTS

6. For Lodgments which contain payment of prescribed fees, the following prescribed requirements apply:-

a. All payments must be done via direct deposit into Investment Promotion Authority (IPA) operating account, telegraphic transfer, internet banking or bank cheques made payable to Investment Promotion Authority.

b. Your prescribed payment must clearly contain the following description:-

- Name of Paying Party
- Name of Bank where deposit was made
- Date when the transaction or deposit was made into IPA Account
- Amount paid into Investment Promotion Authority (IPA) account

c. For transactions done through telegraphic transfer or internet banking, all payments must be made to the **Westpac Bank only** using the following Bank Details:-

Bank: Westpac
Branch: Port Moresby
Account name: Investment Promotion Authority
Account Number: 295283
Swift Code: WPACPGPM

d. Where payments are made to banks other than Westpac Bank i.e. via Kina Bank (former ANZ) or Bank South Pacific (BSP), the turnaround times for confirmation of these payments will be from 5 working days to 60 working days.

e. Where payments are done through internet banking, the Transaction Summary must be submitted via email with the documents for submission.

f. Where payments are done via direct deposit particularly at the local banks, the designated bank deposit slip receipt or the deposit receipt must be scanned and included in your submission via email.

- g. Where Bank Cheques are used as payments, the Cheque must be deposited into the Investment Promotion Authority bank accounts and a deposit receipt must be scanned and included in the submission via email.
- h. Where payments are done via EFTPOS, this transaction must be made within 24 hours of making the submission via email. If no payment is received, the document will not be accepted for lodgement on the date of submission via email but a new date will be given based on when the payment is made to the office.
7. An official receipt will be generated for all payments made to Investment Promotion Authority for all IP matters and sent to the client through email only. It is therefore important that applicants and/or agents must include an email address for this purpose. IPOPNG will not take responsibility for a client's failure to provide a working email address.

AUTOMATED RESPONSE FOR ALL EMAIL LODGMENTS

8. Once a lodgment has been made via electronic means (email), you will receive an automated response from the Office. This response only acknowledges your receipt of lodgments. You are to carefully read the automated response to understand the receipt date and consequently how your filing date is accorded.

DISPATCH OF OFFICE NOTICES VIA EMAIL ONLY

9. The Office will no longer issue Office Notices on the progress of applications or correspondences in paper format via post or over the counter. All Office Notices will be sent to the client via emails only through its local address for service.
10. The Office will no longer be using pigeon holes for Office Notices or issuing Office Notices at the counter.