

VERSION 0.1



PATENTS REQUEST(S) USER GUIDE

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1 FUNCTIONALITY

This functional requirement is briefly explained with the necessary screenshots below

5.1. Request a delay of acceptance via IP Online.

The first page/ screen that will appear when opening the IP Online is the login page. The client should login enter their credentials and click on “**Log in**” after their login details are prepopulated.

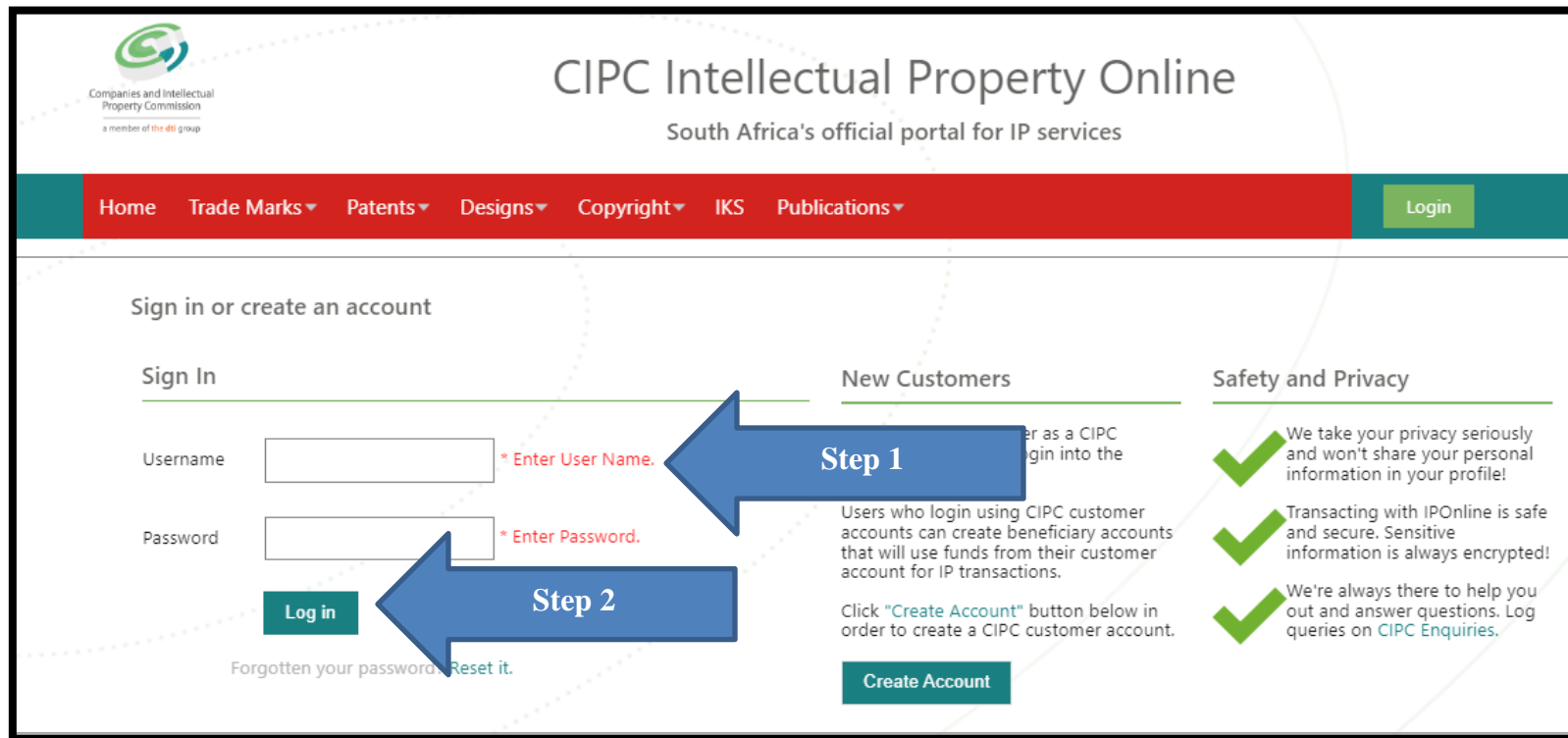


Figure 1: Client fills in the login form

Upon logging in, the client will see the IP Online home page. They will then navigate to Patents and a menu item will be displayed. From the menu item the client will click on “Requests” and submenu will be displayed. From the submenu, the client will click on Requests to the registrar (P4) as indicated in Figure 2 below.

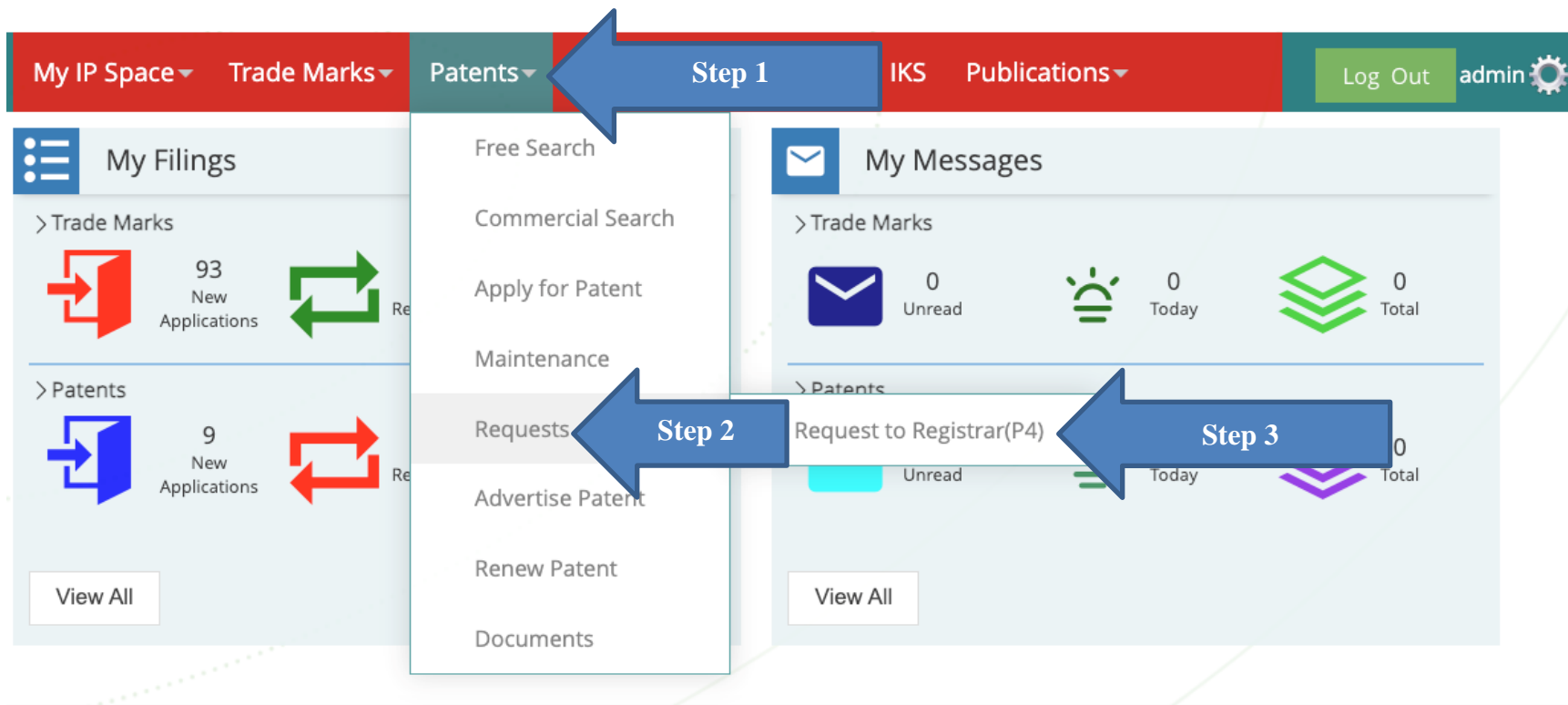


Figure 2: requests to the registrar

CIPC Intellectual Property Online
South Africa's official portal for IP services

My IP Space+ Trade Marks+ Patents+ Designs+ Copyright+ IKS Publications+ Log Out SWS001

IMPORTANT NOTICE

IN TERMS OF THE TRADE MARKS ACT (ACT 194 OF 1993) IT IS CLEARLY STATED THAT WHERE TRADE MARK APPLICANTS DO NOT REPRESENT THEMSELVES, THEY MAY ONLY BE REPRESENTED BY A PRACTICING ATTORNEY/S.

AS SUCH, ONLY APPLICANTS THEMSELVES OR A PRACTICING ATTORNEY/S ON BEHALF OF APPLICANTS, MAY LODGED ELECTRONIC DOCUMENTS (SUCH AS NEW TRADE MARK OR RENEWALS APPLICATIONS), SHOULD PERSONS NOT AUTHORISED TO REPRESENT TRADE MARK APPLICANTS MAKE USE OF THIS ELECTRONIC FILING FACILITY TO LODGE ANY OFFICIAL DOCUMENTS, SUCH LODGEMENTS (INCLUDING NEW APPLICATIONS) SHALL BE DEEMED AS INVALID FROM THE DATE OF LODGEMENT THEREOF. THE DOCUMENT/S SHALL THEN NEED TO BE RESUBMITTED BY EITHER THE APPLICANT ITSELF, OR BY A PRACTICING ATTORNEY/S REPRESENTING THE APPLICANT.

KINDLY FURTHER NOTE THAT OFFICIAL FEES ARE NOT REFUNDABLE UNDER ANY CIRCUMSTANCES, AND ANY OFFICIAL FEES DEDUCTED FOR DOCUMENTS AND/OR APPLICATIONS LODGED BY PERSONS NOT AUTHORISED TO REPRESENT TRADE MARK APPLICANTS WILL BE FORFEITED.

What is e-Filing?

The CIPC E-FILING SERVICES in respect of intellectual property introduces an electronic procedure to lodge new trade mark, patent, design and copyright applications in South Africa, from the comfort and convenience of your home or office.

It further introduces an electronic procedure to lodge trade mark renewals and restorations in South Africa. The e-filing user administration guide can be accessed [here](#).

CIPC has developed 2 different formats which may be utilized for e-filing, depending on the customer specific requirement.

CUBA Desktop Client

CUBA (CIPC Utility for Bulk Applications) Client has been designed to cater for the lodging of bulk applications by way of XML file uploads directly into the CUBA application.

Any development which may be required to utilise CUBA client to lodge new applications in bulk, will be the responsibility of the person/s who wishes to make use of such method to lodge new applications.

Web Client

The web client interface has been designed to cater for single application submissions. This application will also allow you to attach your logo (device), and any other supporting documents which should accompany your application.

For better performance and predictable system behaviour users are encouraged to use **Mozilla Firefox** or **Google Chrome** browsers or **Microsoft Internet Explorer 11 and above** (in non-compatibility mode).

To utilise this e-filing functionality, you need to:

1. Be **based in the Republic of South Africa**; OR
2. Be an **authorised representative** (based in South Africa) in order to use this functionality on behalf of trade mark applicants and/or proprietors; AND
3. Be registered as a CIPC customer; AND
4. Upon registration as a CIPC customer, select from the IP e-Services suite, the IP e-filing functionalities you would wish to make use of; AND
5. Use your CIPC username and password to log in

It is strongly recommended that before using this e-filing functionality, you:

1. Familiarise yourself with the **CIPC e-Filing T&C's** of this functionality, as published on this website.
2. Familiarise yourself with the important notice on authorised representatives as reflected on the e-filing web-services.
3. Familiarise yourself with the **notice on operational e-filing in respect of new applications**, as published on the CIPC website (August 2013)
4. Familiarise yourself with the **notice on operational e-filing in respect of trade mark renewals and restorations**, as published on the CIPC website (January 2018) [LINK TO NOTICE ON WEBSITE](#)
5. Review the user manual for e-filing of new applications [\[LINK TO USER GUIDE GOES HERE\]](#)
6. Review the user **manual for e-filing of trade mark renewals and restorations** [\[LINK TO USER MANUAL GOES HERE\]](#)
7. Review the user **manual for e-filing of new applications** [LINK TO USER MANUAL](#)

Should you experience any problems in relation to the IP e-Services suite, kindly log a query on the [CIPC Online Query Resolution System \(QRS\)](#) for assistance.

To **download** the CUBA Client Application, XML Schema and user guide, [click here](#).

Proceed

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The Upload & Preview zone: a facility for registered users of the E-journal to submit their advertisements and preview their submissions before publication. [More...](#)

Figure 3: Importance notice

After clicking on “Requests to the registrar” submenu, the information sheet will be displayed. The client should click on “Proceed”

Once the client has clicked on “Proceed”, the system will display the Request(s) to the Registrar landing page.

CIPC Intellectual Property Online
South Africa's official portal for IP services

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Home > IPOnline > Patents > Request to Patent Registrar

Request to Patent Registrar (Extension of Time)

Application Number

Other Requests on P4

- Change of Address for Service
- Change of Specification

Delay of acceptance
Allowable for pending complete applications

Expedition of acceptance
Allowable for pending complete applications

Extension of acceptance period
Allowable for pending complete applications.

Withdrawal of a notice of acceptance
Allowable for accepted applications that are neither granted nor lapsed

Extension of time to publish notice of acceptance
Allowable for accepted applications that are neither granted nor lapsed.

Figure 4: Request(s) to the registrar Landing Page

The client should enter the application number in the search field and click the “Search” button.

Request to Patent Registrar (Extention of Time)

Application Number

Search

Other Requests on P4

Change of Address for Service

Change of Specification

Figure 5: Search application for Delay of acceptance.

The delay of acceptance button will be activated as per screenshot above. The client should click on the “Delay of Acceptance” button.

Request to Patent Registrar (Extention of Time)

Application Number

Search

App No	Title	App Date	Patent Type	Status
✓ 2023/04892	METHOD FOR GENERATING A PALM IMAGE BASED ON PARTIAL IMAGES OF A PALM	2023-05-02	Complete	Pending

Other Requests on P4

Change of Address for Service

Change of Specification

Delay of acceptance

Allowable for pending complete applications

Withdrawal of a notice of acceptance

Allowable for accepted applications that are neither granted nor lapsed

Figure 6: Delay of acceptance button

Lodge request(s) to registrar for patent application - [2023/04892]

P4 Request (Select additional request if not already selected for you)

Delay of acceptance until 2024-11-02

Extension of time to accept

Application Number: 2023/04892 International classification: G06K

Application Date: 2023-05-02 Title of Invention: METHOD FOR GENERATING A PALM IMAGE BASED ON PARTIAL IMAGES OF A PALM

Acceptance Date: Delayed until:

Int. Filing Date: PCT Number:

Applicant(s)	Name	Address	Country
	Idemia Identity & Security France	2 place Samuel de Champlain, COURBEVOIE 92400, FRANCE	FR

Address for service	Name	Address	Country
	ADAMS & ADAMS	Lynnwood Bridge, 4 Daventry Street, Lynnwood Manor, Pretoria, Gauteng,	ZA

Application History	History Date	Description
	2023-05-03	Proof reading performed automatically
	2023-05-03	Request for the acceptance of a Patent electronically filed on 2/5/2023, numbered 2023/04892

Estimated Cost **R 50**

I Agree I Don't Agree

Figure 7: Application details

- The application details will appear on the popup window. The delay of acceptance request will be selected by default with the maximum allowed date to delay.
- The client can also select the extension of time to accept checkbox to extend further.
- The client should click “I agree” checkbox to accept the estimated cost.
- The client should click the “submit” button
- The application will appear below the list of submitted requests with a status of “queue”.

5.2. Request for extension of time to accept.

Request to Patent Registrar (Extention of Time)

Application Number

2023/00804

Search

App No	Title	App Date	Patent Type	Status
✓ 2023/00804	BISPECIFIC ANTIBODY CONSTRUCT DIRECTED TO MUC17 AND CD3	2023-01-18	Complete	Pending

Delay of acceptance

Allowable for pending complete applications

Expedition of acceptance

Allowable for pending complete applications

Extension of acceptance period

Allowable for pending complete applications.

Withdrawal

Allowable for accepted applications

Extension of time

Allowable for accepted applications

Figure 8: Search application for extension of acceptance period

- The client should enter the application number with the status of “Pending” in the text field.
- The client should click the search “button”.
- The client should click the “Extension of acceptance” period button.

The following application details will appear in a popup window.

Lodge request(s) to registrar for patent application - [2023/00804]

P4 Request (Select additional request if not already selected for you)

Extension of time to accept

Extend until: Max allowed date: **2023-01-18**

Reasons

Application Number: 2023/00804 International classification: A61P
Application Date: 2023-01-18 Title of Invention: BISPECIFIC ANTIBODY CONSTRUCT DIRECTED TO MUC17 AND CD3
Acceptance Date: Delayed until: **2024-01-30**
Int. Filing Date: PCT Number:

Applicant(s)	Name	Address	Country
	Amgen Inc.	One Amgen Center Drive, Thousand Oaks, California 91320-1799, USA	US
	Amgen Research (Munich) GmbH	Staffelseestrasse 2, MUNICH 81477, GERMANY	DE

Estimated Cost **R 15660**

Agree I Don't Agree

Figure 9: Submit extension of time to accept

- The client should enter the maximum allowed date in the date field.
- The client should click “I agree” checkbox to accept the estimated cost.
- The client should click the “submit” button
- The application will appear below the list of submitted requests with a status of “queue”.

Sort Page Size No of records: 14

App No	Patent Status(at filing)	P4 Filing Date	User name	Title	Request Type	Patent Type	Status	
2022/00441	Accepted	2023-11-07	admin	SQL STATEMENT GENERATOR	Patent extension of time to publish	Complete	Queued	

Figure 9: Submitted Requests list.

5.3. Request for withdrawal of acceptance

Request to Patent Registrar (Extention of Time)

Application Number

App No	Title	App Date	Patent Type	Status
2023/01573	MOBILE RECYCLING ARRANGEMENT	2023-02-08	Complete	Accepted

Other Requests on P4

Change of Address for Service

Change of Specification

Delay of acceptance

Allowable for pending complete applications

Withdrawal of a notice of acceptance

Allowable for accepted applications that are neither granted nor lapsed

Figure 10: Search application

- The client should enter the application number with the status of “Accepted” in the text field.
- The client should click the search “button”.
- The client should click the “Withdrawal of a notice of acceptance” period button.
The withdrawal of acceptance request and a further extension can be requested in a single transaction on condition the first extension period is still active. The options will be selected by default with the prescribed fees.

Lodge request(s) to registrar for patent application - [2023/01573]

P4 Request (Select additional request if not already selected for you)

Withdrawal of acceptance	<input checked="" type="checkbox"/>
Extension of time to accept	<input checked="" type="checkbox"/>

Extend until: Max allowed date: **2023-08-08**

Reasons

Application Number	2023/01573	International classification	B65D
Application Date	2023-02-08	Title of Invention	MOBILE RECYCLING ARRANGEMENT
Acceptance Date	2023-10-02	Delayed until	
Int. Filing Date		PCT Number	

Applicant(s)	Name	Address	Country
	MATTHEWS, David	266 Venue Street, Toekomsrus, RANDFONTEIN 1759, Gauteng, SOUTH AFRICA	ZA
	MATTHEWS, Andrew Abel	358 James West Avenue, Eersterust, PRETORIA 0022, Gauteng, SOUTH AFRICA	ZA

Address for service

Name	Address	Country

Estimated Cost R 15451

Agree I Don't Agree

Figure 11: Submit withdrawal of acceptance.

- The client should enter the maximum allowed date in the date field.
- The client should enter the reasons for withdrawal
- The client should click “I agree” checkbox to accept the estimated cost.
- The client should click the “submit” button
- The application will appear below the list of submitted requests with a status of “queue”.

Sort Desc Page Size No of records: 15

App No	Patent Status(at filing)	P4 Filing Date	User name	Title	Request Type	Patent Type	Status	
2023/01573	Accepted	2023-11-07	admin	MOBILE RECYCLING ARRANGEMENT	Patent withdrawal of acceptance	Complete	Queued	

Figure 12: Submit withdrawal of acceptance.

5.4. Request for extension of time to publish

Request to Patent Registrar (Extention of Time)

Application Number

App No	Title	App Date	Patent Type	Status
2023/01573	MOBILE RECYCLING ARRANGEMENT	2023-02-08	Complete	Accepted

Other Requests on P4

- Change of Address for Service
- Change of Specification

Allowable for pending complete applications

Allowable for accepted applications that are neither granted nor lapsed

Allowable for pending complete applications

Allowable for accepted applications that are neither granted nor lapsed.

Figure 13: Search application.

- The client should enter the application number with the status of “Accepted” in the text field.
- The client should click the search “button”.
- The client should click the “Extension of time to publish notice of acceptance” period button.

The following application details will popup in a window
 Only applications with a status “Accepted’ are eligible for 1st and subsequent extensions.

Lodge request(s) to registrar for patent application - [2023/01573]

P4 Request (Select additional request if not already selected for you)

Extension of time to publish

Extend until: **Max allowed date:** 2024-07-02

Reasons

Application Number	2023/01573	International classification	B65D
Application Date	2023-02-08	Title of Invention	MOBILE RECYCLING ARRANGEMENT
Acceptance Date	2023-10-02	Delayed until	
Int. Filing Date		PCT Number	

Applicant(s)	Name	Address	Country
	MATTHEWS, David	266 Venue Street, Toekomsrus, RANDFONTEIN 1759, Gauteng, SOUTH AFRICA	ZA
	MATTHEWS, Andrew Abel	358 James West Avenue, Eersterust, PRETORIA 0022, Gauteng, SOUTH AFRICA	ZA

Address for service	Name	Address	Countrv

Estimated Cost R 340

I Agree I Don't Agree

Figure 14: Search application.

- The client should enter the maximum allowed date in the date field.
- The client should enter the reasons for extension.
- The client should click “I agree” checkbox to accept the estimated cost.
- The client should click the “submit” button.