



**INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA
PATENT REGISTRATION OFFICE**

PRACTICE NOTICE 4/2022

THIS PRACTICE NOTICE is issued in the exercise of power conferred upon the Registrar of Patents by section 87A of the Patents Act 1983.

**PART I
PRELIMINARY**

1. This practice notice may be cited as the Practice Notice 04/2022.
2. This Practice Notice shall be effective on 4th July 2022 until further notice by the Registrar of Patents.
3. This Practice Notice sets out the manner for the filing of the application through email and payment of such application by way of Electronic Funds Transfer (EFT) to the Patent Registration Office.
4. This Practice Notice does not replace the availability of filing application at the Patent Registration Office under regulations 52 and 52A of the Patents Regulations 1986.

**PART II
CONDITIONS**

5. Application which is allowed to be filed through email and paid by way of EFT to the Patent Registration Office are as follows:
 - 5.1 Application For Written Authority (Patent Form 1B);

- 5.2 Application For Recording Of Assignment Or Transmission (Patent Form 6); and
- 5.3 Application For Registration Of Patent Agent (Patent Form 18).
6. In addition, International Application (PCT) filed via ePCT may also be paid by way of EFT.
7. The details on the procedure for the filing and payment for the matter mentioned in paragraph 5 and 6 above are provided in Part III of this Practice Notice.
8. The filing of the application under paragraph 5 may be made through email to eftpt1@myipo.gov.my or eftpt2@myipo.gov.my, as the case may be.
9. The proof of payment made by way of EFT for the filing of application under paragraph 5 or 6 with the Patent Registration Office shall be emailed to eftpt1@myipo.gov.my or eftpt2@myipo.gov.my or pct@myipo.gov.my, as the case may be.
10. Except for the matter mentioned in paragraph 6, the Registrar of Patents will record the date of receipt of the application under paragraph 5 on the same day the application is filed with the Patent Registration Office if:
 - 10.1 the application is filed through email on Monday – Friday; and
 - 10.2 the proof of payment by way of EFT is received by the Patent Registration Office on the same day of the filing of application from 9.00 am until 4.00 pm.
11. If the proof of payment received by the Patent Registration Office after the period mentioned under paragraph 10.2, the application shall be deemed to be received by the Patent Registration Office on the next working day.

12. Every EFT transaction shall be limited for one application/reference number only.
13. Payment is only accepted by way of **instant online transfer** through the bank account which will be provided by the Registrar of Patents upon filing of the application under paragraph 5 or 6.
14. If the EFT transaction made by the applicant/agent is cancelled by the bank, the official receipt issued by MyIPO shall be deemed cancelled and the applicant/agent shall make a payment again at the counter or by way of EFT.
15. The payment required under paragraph 14 shall be made by the applicant/agent within fourteen (14) days from the date a notification is issued by the Registrar of Patents instructed the applicant/agent to do the same.
16. The application filed by the applicant/agent shall be deemed withdrawn or refused, as the case may be, if the applicant/agent fails to make the payment as instructed by the Registrar of Patents under paragraph 15.
17. The applicant/agent shall ensure that the payment made by way of EFT refers to the right application number, forms and fees.
18. The application filed by the applicant/agent shall not be entertained and payment shall not be refunded if the payment by way of EFT for an application is not sufficient or the form filed via email is not completed or the requirements under this Practice Notice have not been fulfilled by the applicant/agent.
19. Payment made through check or cash deposit machine (CDM) and Interbank GIRO (IBG) is not accepted.
20. Payment by way of EFT shall not be applicable for any application or request filed at the counter.

PART III
PROCEDURE FOR THE FILING OF APPLICATION AND PAYMENT
OF APPLICATION

21. International Application (PCT)

21.1 International Application (PCT) filed by applicant/agent through ePCT portal.

21.2 After the filing of the International Application under paragraph 21.1, the Registrar of Patents will issue Form PCT/RO/102 to the applicant/agent for the purposes of payment.

21.3 If the applicant/agent wishes to make payment by way of EFT, the applicant/agent shall state the following information in the EFT transaction:

Recipient email : **Please leave blank**
Recipient reference : **State the international application number**
Other payment details : **State the name of applicant/agent**

21.4 After the payment made under paragraph 21.3 succeeded, the applicant/agent shall email to pct@myipo.gov.my the required details as specified in the First Schedule. The email shall be attached together with the proof of payment and a copy of Form PCT/RO/102.

22. Application For Written Authority

22.1 The Application for Written Authority in Patent Form 1B and accompanied by the description of the invention to be filed

outside Malaysia and Patent Form 17 (if any) may be filed by applicant/agent through email to eftpt1@myipo.gov.my.

22.2 After the filing of the application under paragraph 22.1, the Registrar of Patents will issue to the applicant/agent the reference number of the application and total payment for the application.

22.3 If the applicant/agent wishes to make payment by way of EFT, the applicant/agent shall state the following information in the EFT transaction:

Recipient email : Please leave blank
Recipient reference : State the reference number
Other payment details : State the name of applicant/agent

22.4 After the payment made under paragraph 22.3 succeeded, the applicant/agent shall email to eftpt1@myipo.gov.my the required details as specified in the First Schedule. The email shall be attached together with the proof of payment.

22.5 The application shall be deemed to be received by the Registrar of Patents when the official receipt is issued by MyIPO.

23. **Application For Recording Of Assignment Or Transmission**

23.1 The Application for Recording of Assignment or Transmission in Patent Form 6 accompanied by complete documents proving to the satisfaction of Registrar of Patents of the assignment or transmission and Patent Form 17 (if any) may be filed by the applicant/agent through email to eftpt2@myipo.gov.my.

23.2 After the filing of the application under paragraph 23.1, the Registrar of Patents will issue to the applicant/agent the total payment for the application.

23.3 If the applicant/agent wishes to make payment by way of EFT, the applicant/agent shall state the following information in the EFT transaction:

Recipient email : **Please leave blank**
Recipient reference : **State the application number**
Other payment details : **State the name of applicant/agent**

23.4 After the payment made under paragraph 23.3 succeeded, the applicant/agent shall email to eftpt2@myipo.gov.my the required details as specified in the First Schedule. The email shall be attached together with the proof of payment.

23.5 The application shall be deemed to be received by the Registrar of Patents when the official receipt is issued by MyIPO.

24. Application For Registration Of Patent Agent

24.1 The Application for Registration of Patent Agent in Patent Form 18 and accompanied by complete document as required by the Registrar of Patents under regulation 45c may be filed by the applicant through email to eftpt2@myipo.gov.my.

24.2 After the filing of the application under paragraph 24.1, the Registrar of Patents will issue to the applicant the reference number of the application and total payment for the application.

24.3 If the applicant wishes to make payment by way of EFT, the applicant shall state the following information in the EFT transaction:

Recipient email : Please leave blank
Recipient reference : State the reference number
Other payment details : State the name of applicant

24.4 After the payment made under paragraph 24.3 succeeded, the applicant shall email to eftpt2@myipo.gov.my the required details as specified in the First Schedule. The email shall be attached together with the proof of payment.

24.5 The application shall be deemed to be received by the Registrar of Patents when the official receipt is issued by MyIPO.

Should you have any enquiries, kindly email to infoptform@myipo.gov.my

Registrar of Patents
Patent Registration Office
Issued and Published on: 1 Julai 2022

FIRST SHCHEDULE

Format of Email

To :

Cc :

Bcc :

Subject : Patent Application Number / Patent Number / Reference Number

Attachment(s) : Forms / proof of payment

Content : As below

No.	Application Number/Patent Number/ Reference Number	Name of Payee (applicant/agent)	Email address of the applicant/agent for issuance of official receipt	Fee Payment		Date of making instant online payment	Name of the payee's (applicant/agent) Bank
				Form	Amount of Fee		