

# CHECKLIST FOR FILING PATENT / UTILITY INNOVATION APPLICATION WITH MyIPO

## FORM 1 / FORM 14 + PRESCRIBED FEE

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Request for grant of patent / Application for grant of certificate of utility innovation.

## SPECIFICATION

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The specification is a collection of documents that describe the invention and how it is made or used. A complete specification is made up of **Description, Claims, Abstract and Drawings (if any)**.

### Description

The description must explain the invention in details at the time of filing because any new information cannot be added later once it is filed.

#### Title of the Invention

The title must indicate clearly and concisely the subject matter of the invention and must be the same as the title on the Request Form and Abstract.

#### Technical Field

This part should describe the art or technology to which the invention relates. It should be noted that the chosen title and the technical field should be consistent with the preamble (function or purpose of the invention) of the independent claim.

#### Background Art

This part should describe any prior art which can be useful for the understanding of the invention by discussing any disadvantages or problems with the prior art.

#### Summary of the Invention

This part will explain the solution by the invention and the advantageous effects of the invention compared to the stated prior art. It is usually a repetition of the broadest claim (which is the independent claim) and then maybe several dependent claims.

#### Brief Description of the Drawings (if any)

In this part, a series of relevant figures from different views are listed down together with a brief explanation in one short sentence.

#### Detailed Description of the Preferred Embodiment

This part should describe the embodiment of the invention accordingly by referring to the drawings (if any). The explanation must describe the technical features of the preferred embodiment in a great detail and the interconnection with each others and must also include on how the preferred embodiment is operated.

**Claim/claims**

Claims are important because they determine the scope of the monopoly given by a patent. Claims must define the subject matter of the invention that the applicant intends to protect, be clear and concise and be fully supported by the description i.e. the technical features in the claims must have been described earlier in the description.

**Abstract**

An abstract is a summary of the invention. The abstract should indicate the technical field of the invention, explain clearly how to understand the technical problem, the solution of the problem and the principal use of the invention. The abstract must be in a one single paragraph and is recommended to consist of only up to 150 words.

**Drawing (if any)**

An application is required to contain drawings if drawings are necessary to understand the subject matter of the invention. Each of the technical features in the drawings must also be followed with the same reference numbers of the technical features in the description accordingly. The drawings may for example, illustrate different views of the product, or provide a flow chart of the steps taken to perform the method.

**Sequence Listing (if applicable)**

An application related to biotechnology which involve sequence listing whether nucleotide or protein. It is necessary to disclosed related sequence listing in the specification.

**FORM 17 + PRESCRIBED FEE**

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Appointment or change of patent agent.

**FORM 22 + PRESCRIBED FEE**

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Statement justifying the applicant's rights to patent/certificate.