



INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA (MyIPO)
TRADEMARKS ACT 2019
PRACTICE DIRECTION NO. 2/2020

THIS PRACTICE DIRECTION is issued in the exercise of the power conferred upon the Registrar of Trademarks by sections 160 and 183 of the Trademarks Act 2019 [Act 815] and in view of the global pandemic COVID '19 that is currently taking place in Malaysia.

PART I

Preliminary

Citation, effective date and scope

1. (1) This practice direction may be cited as the Practice Direction No. 2/2020.
- (2) This Practice Direction No. 2/2020 shall be effective on 16 October 2020 until further notice by the Registrar of Trademarks.
- (3) This Practice Direction No. 2/2020 sets out the requirements to be complied with by an applicant for registration or registered proprietor of trademark who is interested to file with the Registrar of Trademarks any forms under the repealed Act, or applications or requests under the Trademarks Act 2019 **except** for the forms, applications or requests which are stated the First Schedule together with the payment of the prescribed fee.
- (4) Beginning from the effective date of the Practice Direction No. 2/2020, all payments of the prescribed fee in relation to the forms under the repealed Act, or fee codes under the Trademarks Act 2019 **except** for

the forms or fee codes which are stated in the First Schedule may be made to the Registrar of Trademarks through bank or interbank transfer via instant online transfer.

Notes:

“Instant online transfer” means the mode of transfer is—

- (i) Instant Transfer (IBFT) and not the Interbank GIRO (IBG) if online transfer is made through Maybank’s website;
- (ii) DuitNow and not the Interbank GIRO (IBG) if online transfer is made through Bank Rakyat’s website.

Please note that only instant online transfer is accepted by the Registrar even though the terms used by the banks vary.

- (5) In order to assist with the interpretation of the requirements under this Practice Direction and its application, notes and illustrations have been inserted. Any action or conduct which departs from the notes or illustrations may be taken into account by the Registrar in determining the compliance with this Practice Direction as well as the Trademarks Act 2019, Trademarks Regulations 2019 and Guidelines of Trademarks 2019.
- (6) By complying to this Practice Direction No. 2/2020, the applicant for registration or registered proprietor of trademark shall be deemed to have fulfilled the requirement of filing the documents with the Registrar—
 - (a) according to regulation 8 of the Trade Marks Regulations 1997;
or
 - (b) in other manner as directed by the Registrar according to paragraph 30 of the Guidelines of Trademarks 2019.

- (7) This Practice Direction No. 2/2020 does not replace the availability of filing relevant application at the Trademarks Office or through electronic filing system which is made available by the Registrar of Trademarks.

Interpretation

2. (1) Unless otherwise defined, all words or terms used in this Practice Direction shall have the meaning as defined in the Trademarks Act 2019, Trademarks Regulations 2019 and Guidelines of Trademarks 2019.
- (2) In this Practice Direction, unless the context otherwise requires, “Practice Direction” means the Practice Direction No. 2/2020.

PART II

Requirements to be complied

Requirements to be complied by the applicant or the registered proprietor of trademark

3. (1) For the purpose of filing any of the forms, or applications or requests as stated in paragraph 1(3), the applicant for registration or the registered proprietor of trademark shall—
- (a) check the status of the application for registration or registration of trademark and the required action that needs to be taken by the applicant or registered proprietor of trademark;
 - (b) use the correct form or model form in relation to the action to be taken by the applicant for registration or registered proprietor of trademark and check the amount of the prescribed fee required;
 - (c) fill in the relevant form or model form;

Note:

In order to avoid making mistakes or paying insufficient amount of the prescribed fee, applicant for registration or registered proprietor of trademark is encouraged to call any of the following officers prior to filing any forms under the Trade Marks Act 1976, or applications or request under the Trademarks Act 2019 except for the form, application or request stated in the First Schedule:

- (i) Puan Noraniza Bujai at **03-8740 2669**
- (ii) Puan Zakini Yaman at **03-8958 7596**
- (iii) Puan Nurul Anura Nazam at **03-4162 7557**

(d) make payment through bank or interbank transfer as stated in paragraph 1(4) to—

- (i) **Account no.:** **564016108622**
- (ii) **Name of bank:** **Malayan Banking Berhad**
- (iii) **Swift code:** **MBBEMYKL**
- (iv) **Effective date:** **Today** (the same date the instant online transfer is made to the Registrar)

Notes:

(1) Please note that the effective date of instant online payment has to be the same date the payment is made to the Registrar whereby no future date of payment is accepted.

(2) An applicant for registration of trademark, a registered proprietor of trademark or his registered trademark agent may make one payment for—

- (a) one form, application or request;
- (b) a maximum of seven types forms or fee code having the same application or registration number; or
- (c) a maximum of seven application or registration numbers for the payment of prescribed fee of the same form or fee code.

Scenario for note (2)(a):

An applicant for registration of trademark wishes to make an amendment of his address. He may make online payment of RM 20 for the fee code TMB4 after filling in the model form.

Scenario for note (2)(b):

An applicant for registration of trademark wishes to file rules of collective mark and make an amendment to his address as well as the goods stated in the TMA2 filed with the Registrar earlier. These matters are going to be handled by a registered trademark agent who is authorized and appointed by the applicant. Since these matters are for one application only, the payment for all matters can be made at one time. Therefore, the agent may make instant online payment of RM 440 for the fee codes of TMA3 (RM 300), TMB2 (RM 100), TMB4 (RM 20) and TMR7 (RM 20) after filling in all the model forms.

Scenario for note (2)(c):

A registered trademark agent wishes to renew seven registered trademarks for his client. Since it involves one fee code only, the payment for renewal of all seven registered trademarks can be made at one time. Therefore, the agent may make online payment of RM 7000 for the fee codes of TME1 after filling in the model forms.

- (e) fill in, during the bank or interbank transfer—
- (i) the email address of **efftm@myipo.gov.my** in the **recipient's email column**;
 - (ii) the number of application for the registration or registration of trademark in the **recipient's reference column**; and
 - (iii) the name of the payee either the applicant for the registration of trademark, registered proprietor of trademark or his registered trademark agent in **other payment details column**;

Notes:

(1) An example of the required information that needs to be filled in during the bank or interbank transfer can be found in the Second Schedule.

(2) The name of the payee filled in according to paragraph 3(1)(e)(iii) shall be included in the receipt of payment to be issued by the Registrar according to paragraph 4 as the “pembayar”. Failure to fill in this detail as required under paragraph 3(1)(e)(iii) shall result in the name of the account holder as the “pembayar”. In the event that the bank does not allow the applicant for registration of trademark, registered proprietor of trademark or his registered trademark agent to fill in this required detail as stated in paragraph 3(e)(iii), the applicant, registered proprietor or his registered trademark agent shall inform this

matter to the Registrar in the email as required under paragraph 3(f).

- (f) after the bank or interbank transfer succeeded, email the required details in the format stated in the Third Schedule together with following documents to **efftm@myipo.gov.my**:
- (i) forms under the repealed Act, or application or request under the Trademarks Act 2019 in relation to the action taken by the applicant or registered proprietor in pdf format; and
 - (ii) receipt or proof of payment through the bank or interbank transfer in pdf format.

Note:

The format of the email with the required details to be sent to the Registrar after filling in the form or model form and making instant online payment can be found in the Third Schedule.

- (2) In filling in the form or model form under paragraph 3(1)(c), all the requirements stipulated under the repealed Act, Trademarks Act 2019, Trademarks Regulations 2019, Guidelines of Trademarks 2019 and Guidelines of Trademarks (Transitional Matters) 2019, whichever relevant, shall be applicable.
- (3) The Registrar shall process the forms under the repealed Act, or applications or requests under the Trademarks Act 2019 filed by the applicant for registration or the registered proprietor of trademark who

has complied with all the requirements under paragraph 3(1) and (2) accordingly.

Issuance of receipt

4. (1) Upon receiving an email under paragraph 3(1)(f) from the applicant for registration or registered proprietor of trademark, the Registrar shall issue a receipt of payment to the email given by the applicant or registered proprietor—
 - (a) on the same day, if the Registrar received the email together with the completed form or model form and receipt or proof of payment through the bank or interbank transfer **from 12.00 am to 4.00 pm on any day from Monday to Friday**; or
 - (b) on the next working day, if the Registrar received the email together with the completed form or model form and receipt or proof of payment through the bank or interbank transfer **from 4.01 pm to 11.59 pm on any day from Monday to Friday or on any excluded days.**
- (2) The receipt issued by the Registrar in paragraph 4(1)(b) shall include the actual date of payment made by the applicant for registration or registered proprietor of trademark.
- (3) No receipt shall be issued or the issuance of the receipt shall be delayed by the Registrar if the applicant for registration or registered proprietor of trademark sent the email together with the completed form or model form and receipt or proof of payment which do not fulfill all the requirements under paragraphs 3(1) and 3(2).

Illustration for paragraph 4(2):

The applicant is instructed by the Registrar to restrict goods or services to ensure the trademark application can proceed to registration. He must do so by filing TMB2 by 26 October 2020. The applicant's agent received an instruction to file the said application for restriction of goods or services (fee code: TMB2) at 4.00 pm on 26 October 2020 and sent the email to the Registrar confirming the filing of the application together with proof of payment of the prescribed fee at 8.30 pm on 26 October 2020.

In this case, the Registrar will issue the receipt on 27 October 2020. However, the applicant is considered to have complied with the office action within the time as instructed by the Registrar as the email confirming the filing of the application together with proof of payment of the prescribed fee was sent to the Registrar on 26 October 2020.

FIRST SCHEDULE**SECOND SCHEDULE****THIRD SCHEDULE****REGISTRAR OF TRADEMARKS****16 October 2020**

FIRST SCHEDULE

INSTANT ONLINE PAYMENT IS **NOT APPLICABLE** FOR THIS FORM,
APPLICATION OR REQUEST

(1) NO.	(2) FORM/ APPLICATION/ REQUEST	(3) FORMS/ FEE CODE
The Repealed Act		
1.	Notice of opposition	TM7
2.	Counter-statement to a notice of opposition	TM8
3.	Application for extension of time (for Opposition proceedings)	TM27A
Trademarks Act 2019		
1.	Application for preliminary advice and search	TMA1
2.	Application for registration of trademark	TMA2
3.	Notice of Opposition against—	
	(a) the registration of a trademark, collective mark or certification mark	TMD1
	(b) an amendment of an application for registration of a trademark which has been published, where the amendment affects the representation of the trademark or the restriction affects the goods or services covered by the application for registration	TMD2
	(c) an application to amend the regulations governing the use of a registered collective mark or certification mark	TMD3
	(d) change of classification by Registrar	TMD4
	(e) correction of protected international registration designating Malaysia	TMD5
4.	Filing of a counterstatement	TMD6
5.	Request for extension of time and for opposition proceeding	TMK1 & TMK2

(1) NO.	(2) FORM/ APPLICATION/ REQUEST	(3) FORMS/ FEE CODE
6.	Handling fee for filing of an international application	MP1/ TMMP1
7.	Request for processing of the divisional request	MP2/ TMMP2
8.	Request for processing of the request for merger	MP3/ TMMP3
9.	Request to transform an international registration into national application(s)	MP4/ TMMP4
10.	Application to record replacement of registered trademark with national registration	MP5/ TMMP5

SECOND SCHEDULE

Example of information needed during bank or interbank transfer

The diagram shows a payment form with the following fields and callouts:

- Amount :** 650.00 (Callout: Total Fee)
- From Account :** xxx
- Effective date :** Today (dropdown menu)
- Recipient email :** efttm@myipo.gov.my (Callout: Email)
- Recipient reference :** TM2019001234 @ TM2019001234 & 6 ors. (Callout: No. of application or registration of trademark)
- Other payment details :** NW Sdn Bhd (Callout: Name of the applicant, registered proprietor or agent of the trademark)
- To 3rd Party Account Number :** 564016108622 (Callout: MyIPO's Account No.)
- Continue** (button)

THIRD SCHEDULE

Format of email containing the details required under paragraph 3(1)(f)

To: efftm@myipo.gov.my

Cc:

Bcc:

Subject: No. of application for the registration or registration of trademark

Attachment(s): Forms/ model forms and receipt/proof of payment

Content: As below

No.	Appli- ca- tion/ Regis- tration No.	Name of Payee (to be named in the receipt as “pembayar”)	Email address for issuance of receipt	Fee payment		Date of making instant online payment	Trade- mark’s Office Official Remark	MyIPO’s Finance Official Remark
				Form / Fee Code	Am- ount of Fee			
1.								
2.								
3.								
4.								
5.								
6.								
7.								