



**INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA (MyIPO)**  
**TRADEMARKS ACT 2019**  
**PRACTICE DIRECTION NO. 1/2025**

THIS PRACTICE DIRECTION is issued in the exercise of the power conferred upon the Registrar of Trademarks by section 160 of the Trademarks Act 2019 [Act 815] and in view of the issuance of the Trademarks (Reduction of Fee) Regulations 2025 which comes into force on 1 September 2025.

**PART I**

Preliminary

**Citation, effective date and scope**

1. (1) This practice direction may be cited as the Practice Direction No. 1/2025.
- (2) This Practice Direction No. 1/2025 shall be effective on 1 September 2025 to 31 December 2025.
- (3) This Practice Direction No. 1/2025 sets out the requirements to be complied with by an applicant comprising of any individual, sole proprietorship, partnership, association, body corporate or institution who is interested to file an application for reduction of fee with the Registrar according to the manner specified by the Registrar in this Practice Direction for any matters specified in the Trademarks (Reduction of Fee) Regulations 2025.
- (4) In order to assist with the interpretation of the requirements under this Practice Direction and its application, notes and illustrations have been inserted. The Registrar may take into account any action or conduct

which departs from the notes or illustrations in determining the compliance with this Practice Direction as well as the Trademarks Act 2019, Trademarks Regulations 2019, Guidelines of Trademarks 2019 and Trademarks (Reduction of Fee) Regulations 2025.

- (5) By complying to this Practice Direction No. 1/2025, the applicant shall be deemed to have fulfilled the requirements of filing the documents with the Registrar in other manner as directed by the Registrar according to paragraphs 30 and 31 of the Guidelines of Trademarks 2019.

### **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. 1/2025;

“TMR 2025” means the Trademarks (Reduction of Fee) Regulations 2025;

“the Counter” means the counter of the Trademarks Office and other branch offices including any extended counters established by the Registrar.

## **PART II**

### **Requirements to be complied**

#### **Requirements to be complied by individual, sole proprietorship, partnership, association, body corporate or institution**

3. (1) For the purpose of applying for reduction of fee under paragraph 3(2)(a) and (b) of the TMR 2025, any individual, sole proprietorship, partnership, association, body corporate or institution shall file—

- (a) an application for reduction of fee as specified in the First Schedule within the period of 1 September 2025 to 31 December 2025; and
  - (b) the supporting document as follows:
    - (i) if the application in paragraph 3(1)(a) is made by an individual, the applicant shall declare that he is conducting a business with annual sales turnover for less than RM500,000; or
    - (ii) if the application in paragraph 3(1)(a) is made by any sole proprietorship or partnership, the applicant shall submit—
      - (A) a copy of certificate of registration of the sole proprietorship or partnership with the relevant body authority; and
      - (B) a declaration that person or partner is conducting a business with annual sales turnover for less than RM500,000; or
    - (iii) if the application in paragraph 3(1)(a) is made by any association, body corporate or institution, the applicant shall submit—
      - (A) a copy of certificate of registration of the association, body corporate or institution with the relevant body authority; and
      - (B) a copy of the latest audited account statement with annual sales turnover for less than RM500,000; or
      - (C) provides a copy of tax payment to Inland Revenue Board of Malaysia or a body recognized by the Registrar for annual sales turnover for less than RM500,000.
- (2) The form and supporting document required under paragraphs 3(1)(a) and (b) shall be filed with the Registrar manually at the Counter for the

Registrar to issue the decision on the application for reduction of fee on the same day of filing at the Counter.

- (3) An application for reduction of fee and the supporting documents in paragraph 3(1)(a) and (b) which do not comply with the requirements under the TMR 2025 and this Practice Direction shall not be entertained by the Registrar.

#### **Filing model form TMA2A or TMA2B and making payment**

- 4. (1) If the decision of the Registrar in paragraph 3(2) is affirmative, the individual, sole proprietorship, partnership, association, body corporate or institution shall make the payment required to file the form TMA2A or TMA2B at the Counter.
- (2) All the requirements under the Trademarks Act 2019 shall be applicable to the applicant for registration of trademark in applying and filing model form TMA2A or TMA2B.
- (3) The Registrar may issue provisional refusal under regulation 14 of the Trademarks Regulations 2019 if the applicant for registration of trademark fails to comply with any requirements affecting the application for registration of trademarks.

#### **Process Flow of Obtaining Reduction of Fee**

- 5. The process flow of obtaining the reduction of fee is specified in the Second Schedule.

#### **FIRST SCHEDULE**

#### **SECOND SCHEDULE**

REGISTRAR OF TRADEMARKS

29 AUGUST 2025

**FIRST SCHEDULE**  
**APPLICATION FORM FOR REDUCTION OF FEE**

**INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA  
TRADEMARKS ACT 2019  
TRADEMARKS (REDUCTION OF FEE) REGULATIONS 2025  
APPLICATION FOR REDUCTION OF FEE**

<b>1.</b>		<b>DETAILS OF APPLICANT</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 40%; padding: 5px;">Full name:</td> <td style="width: 60%;"></td> </tr> <tr> <td style="padding: 5px;">Agent code (if any):</td> <td></td> </tr> </table>	Full name:		Agent code (if any):	
Full name:						
Agent code (if any):						
<b>2.</b>		<b>APPLICATION</b>  <b>I intend to apply for reduction of fee for — Please tick any of the boxes below</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 10%; text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="padding: 5px;">Application for registration of trademark – by adopting from the pre-approved list (Model form with the fee code <b>TMA2A</b> shall be enclosed together with this form)</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="padding: 5px;">Application for registration of trademark – without adopting from the pre-approved list (Model form with the fee code <b>TMA2B</b> shall be enclosed together with this form)</td> </tr> </table>	<input type="checkbox"/>	Application for registration of trademark – by adopting from the pre-approved list (Model form with the fee code <b>TMA2A</b> shall be enclosed together with this form)	<input type="checkbox"/>	Application for registration of trademark – without adopting from the pre-approved list (Model form with the fee code <b>TMA2B</b> shall be enclosed together with this form)
<input type="checkbox"/>	Application for registration of trademark – by adopting from the pre-approved list (Model form with the fee code <b>TMA2A</b> shall be enclosed together with this form)					
<input type="checkbox"/>	Application for registration of trademark – without adopting from the pre-approved list (Model form with the fee code <b>TMA2B</b> shall be enclosed together with this form)					
<b>3.</b>		<b>DECLARATION AND SIGNATURE - Please tick the relevant box</b>  <input type="checkbox"/> <b><u>By person filling in the form</u></b>  <div style="margin-left: 40px;"> <input type="checkbox"/> <b>By an individual:</b>   <p style="margin-left: 40px;"><b>I declare that I am conducting a business with annual sales turnover for less than RM500,000 and I fulfil all the conditions and qualify for the reduction of fee;</b></p> </div> <p style="margin-left: 20px;">Or</p> <div style="margin-left: 40px;"> <input type="checkbox"/> <b>By a sole proprietorship/partnership:</b>   <p style="margin-left: 40px;"><b>As a person/partner authorized by the sole proprietorship/partnership, I declare that the sole proprietorship/partnership fulfills the conditions and qualify for the reduction of fee because it is conducting a business with annual sales turnover for less than RM500,000.</b></p> </div> <p style="margin-left: 20px;">Or</p> <div style="margin-left: 40px;"> <input type="checkbox"/> <b>By a association/body corporate/ institution:</b>   <p style="margin-left: 40px;"><b>As a director/person authorized by the association/ body corporate/ institution, I declare that the association/ body corporate/ institution fulfills the conditions and qualify for the reduction of fee because it is conducting a business with annual sales turnover for less than RM500,000.</b></p> </div> <p style="margin-left: 20px;">And I, the undersigned, do hereby declare that the information furnished above is true to the best of my knowledge.</p> <input type="checkbox"/> <b><u>By Agent</u></b>  <p style="margin-left: 20px;">I, the undersigned, do hereby declare that:</p> <div style="margin-left: 40px;"> <p>(i) I have been duly appointed and authorized to act as an agent on behalf of the person(s) filing this form;</p> <p>(ii) the information furnished above on behalf of the person(s) filing this form is true to the best of the applicant's knowledge; and</p> <p>(iii) I have been informed and authorized to inform that the applicant is—</p> </div>				

	<p><b>an individual who is conducting a business with annual sales turnover for less than RM500,000 and fulfills all the conditions and qualify for the reduction of fee;</b></p> <p>Or</p> <p><b>the sole proprietorship/partnership fulfills the conditions and qualify for the reduction of fee because it is conducting a business with annual sales turnover for less than RM500,000;</b></p> <p>Or</p> <p><b>an association/ body corporate/ institution which fulfills the conditions and qualify for the reduction of fee because it is conducting a business with annual sales turnover for less than RM500,000.</b></p> <p>SIGNATURE:.....</p> <p>NAME OF SIGNATORY:.....</p> <p>OFFICIAL CAPACITY OF SIGNATORY:..... (Examples: Authorized person, Director, Partner or Principal Officer of Applicant(s)/Agent)</p> <p>DATE: .....</p> <p>EMAIL/TELEPHONE NO. OF THE SIGNATORY:.....</p>
4.	<p><b>Supporting document</b> (mandatory – this application shall not be processed without the supporting document being enclosed):</p> <p><input type="checkbox"/> I enclose a copy of the supporting document which I declare to be true to support my declaration as stated in item 3.</p>
5.	<p><b>Attention:</b> It is an offence under section 103 of the Trademarks Act 2019 to make or cause to be made a false entry to the Trademarks Office and that person may be liable to a fine not exceeding RM50,000 or a term of imprisonment not exceeding 5 years or to both.</p>
6.	<p><b><u>FOR OFFICE USE</u></b></p> <p><input type="checkbox"/> The application for reduction of fee is approved for the total payment to be made:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>TMA2A TMA2B TMR7 Scanning fee (TMN2) Series Confidentiality fee (TML1) Others</p> </div> <p><input type="checkbox"/> The application for reduction of fee is not approved.</p> <p style="text-align: right;">..... DATE:</p>

## SECOND SCHEDULE

### PROCESS FLOW OF OBTAINING REDUCTION OF FEE

