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RECEIVING OFFICE GUIDELINES FOR THE PROCESSING OF
INTERNATIONAL APPLICATIONS UNDER THE PCT

First Draft

Prepared by the International Bureau

Summary

This document is designed to assist the receiving Offices in carrying out their duties under the PCT.

The Annex to this document first outlines the duties of the receiving Office, lists processing tasks to be performed by the receiving Office, and points out the type of procedural duties involved in these processing tasks.

The Annex then develops proposed broad organizational units which are intended to assist a receiving Office in acquiring sufficient organizational readiness to implement the PCT and illustrates --- in flow diagrams --- these organizational units.

The Appendix to this document describes in more detail the procedural steps to be taken in carrying out the organizational system of processing tasks, and illustrates--- in flow diagrams --- these steps, as well as the communications involved in any given step and the Forms to be used in effecting the communications.

INTRODUCTION

Background of this document

1. At its fifth session held in Geneva, in November 1974, the Patent Cooperation Treaty (PCT) Interim Advisory Committee for Administrative Questions (hereinafter referred to as the "Interim Committee") requested that the International Bureau prepare a first draft of guidelines designed to assist the receiving Offices in carrying out their duties under the PCT.
2. This document has been prepared in response to that request.

Purpose of this document

3. This document is designed to serve both as a guide for prospective receiving Offices by alerting such Offices to their duties under the PCT so that they will more easily be able to prepare for the handling of international applications by adapting their present Office system, and also, once the PCT has entered into force, as a guide for receiving Offices acting as such in the procedure under the PCT.

Content of this document

4. Attached to this document is an Annex and Appendix thereto.
5. The Annex outlines a broad organizational structure for processing an international application from its receipt by a receiving Office and including its transmittal to the International Searching Authority for search. Each of the broad functions which it would be necessary to perform in connection with an incoming international application has been considered in terms of essentiality, efficiency of work flow and priority of performance in view of the need to expedite transmission of the record copy to the International Bureau.
6. The Annex further describes and illustrates, by means of a flow diagram, organizational units which might be employed in the various situations which might occur when the PCT is in force.
7. Next, the Appendix (Part I) lists the specific procedural steps which the receiving Office may be required to perform in connection with the processing of an international application under the PCT.
8. Thereafter the Appendix (Part II) describes and illustrates, by means of flow diagrams, the specific procedural steps to be performed to carry out the duties of a receiving Office, and the communications involved with any given step.
9. It is envisaged that the Appendix (Part III) will contain the receiving Office Forms to be used in carrying out the communications. In view of the fact these Forms are already contained in document PCT/AAQ/VI/3, such Forms have not been physically attached hereto. Reference may be made to that document to determine the contents of any receiving Office Form.
10. Bracketed subject matter occurs in the text when a proposal of particular relevance is made despite the fact that it is unsupported by the PCT.
11. More detailed explanations on the contents of this Annex and its Appendix are given in the Annex and Appendix themselves.

12. The Interim Committee is invited to examine this document and its Annex and Appendix and to present its comments thereon.

[Annex follows]

RECEIVING OFFICE GUIDELINES FOR THE PROCESSING OF
INTERNATIONAL APPLICATIONS UNDER THE PCT

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Introduction

Purpose of this Annex

1. The purpose of this Annex is to broadly describe the tasks and functions of various organizational units needed for the implementation of the PCT, in order to provide receiving Offices with a reference tool for handling the processing of an international application.
2. The particular organizational units and envisioned work methods are not mandatory under the Treaty. Their description in this document is meant to give suggestions to receiving Offices for organizing their operations under the PCT.
3. The processing, which a receiving Office may be required to perform in connection with an international application which has been filed with it, is divided according to organizational units and to work methods for facilitating a receiving Office to implement the PCT.
4. This Annex is not intended to be a textbook on procedures within a receiving Office, since many details are omitted and complications have been avoided as much as possible.

Content of this Annex

5. The Annex is subdivided into several parts: Part A broadly defines which Offices qualify as a receiving Office, indicating the possibility of transfer of tasks, and then lists (i) the duties and (ii) the processing tasks to be performed by a receiving Office as well as (iii) the duties involved in said processing tasks; Part B of the Annex is a broad discussion of the envisaged organization of the processing areas of a receiving Office; Part C of the Annex illustrates --- by means of a flow diagram --- how a receiving Office might organize for the PCT, from the time of marking of papers purporting to be an international application, to forwarding the record copy to the International Bureau within a minimum time of receipt.

[Part A of the Annex follows]

PART A

AUTHORIZATION TO ACT AS A RECEIVING OFFICE

(or, if not, to contract with another to serve as same)

6. Article 10 and Rule 19 of the Patent Cooperation Treaty (hereinafter called the PCT) provide that a national Office of a Contracting State shall serve as the receiving Office for its nationals or residents, unless it has concluded an agreement with another national Office of a Contracting State or with an intergovernmental organization to serve for all or some of the same purposes.

7. Under the PCT, a receiving Office checks the international application to see whether it is in order as to form, particularly whether it complies with those minimum requirements which enable it to acquire an international filing date. The receiving Office sends --- direct or through the applicant --- one copy of the international application to the International Bureau (for purposes of the record) and one copy direct to the International Searching Authority.

DUTIES OF A RECEIVING OFFICE

8. The duties which a receiving Office encounters in carrying out the processing tasks which it may be required to perform under the PCT may be divided into the following five basic functions: accounting, checking, communication, record keeping, and reproduction.

9. The following paragraphs 10 to 14 broadly define, by way of examples, the nature of those duties under the PCT.

10. The accounting duties involve matters relating to fees. They would, for example, include such activities as the calculation of the amounts of fees due, the recording of payments received and the transferring of certain fees to other international authorities.

11. The checking duties involve matters relating to the contents of the purported international application. They, for example, include such activities as inspecting the application for security matters, determining whether the purported international application meets the necessary requirements in order to be accorded an international filing date, and various checks of the application under different provisions of the PCT for formalities and other matters.

12. The communication duties involve matters relating to mailing. They, for example, include such activities as the transmittal of copies of the international application, mailing of notifications and invitations to the applicant or to other international authorities concerning matters related to the processing of international applications, and the receipt of replies from the applicant and other international authorities in response to such notifications and invitations.

13. The record keeping duties involve matters relating to maintaining the file history of the international application. They, for example, include such activities as the recording of receipt and date of receipt of the international application, the recording in the file of the international application of the relevant information on all communications occurring, checks performed, time limits running, etc. in connection with the processing of the international application.

14. The reproduction duties involve matters relating to the preparation of copies. They, for example, include such activities as the preparation of the "home copy" or the "search copy" of the international application, and the preparation of certified copies of the international application or corrections thereto.

PROCEDURAL STEPS TO BE PERFORMED BY A RECEIVING OFFICE

15. The processing tasks which a receiving Office might be required under the provisions of the PCT to perform in connection with an international application which has been filed with that Office can be grouped into specific procedural steps.

16. These procedural steps are identified below along with the relevant provisions of the PCT under which these steps arise.

17. The procedural steps are, to the extent possible, identified in a certain chronological sequence. However, in actual operations, a receiving Office will likely find that some steps (e.g., the production of proof of the right to practice) may occur only infrequently. Some steps (e.g., the appointment or revocation of power of attorney) may arise at any point of time in the processing sequence, and, as to other steps (e.g., the checks under Article 14(1), (2), (3) and (4)), a receiving Office may find that it best suits its Office system to concurrently perform many of these steps.

18. Thus, an attempt has been made to identify all procedural steps. And, in the course of processing most international applications, it would not be expected that a receiving Office will have to perform all steps in respect of each international application, nor would a receiving Office necessarily have to perform the steps in the sequence given.

19. The procedural steps are :

- the receipt and marking of the purported international application under Rules 20.1 and 20.2;
- the inspection of the international application in regard to security matters under Article 27(8) and Rule 22.1(a);
- the determination whether the international application fulfills the requirements under Article 11(1) in order to be accorded an international filing date;
- the preparation of copies, namely the "home copy" and the "search copy", of the international application under Rule 21;
- the transmittal of the record copy and the search copy under Rule 22 and Rule 23.1(a), respectively;
- the check under Article 14(1) whether the international application fulfills certain formal requirements;

- the check under Article 14(2) whether drawings referred to in the international application are not missing therefrom;
 - the check under Article 14(3) whether the prescribed fees have been paid;
 - the check under Article 14(4) whether a later finding shows that the international application did not fulfill the necessary requirements for the award of an international filing date;
 - the check under Rule 9 for expressions, statements, drawings, or other matters which are not to be used in the international application;
 - the check under Rule 4.10(b) whether the request contains the required indications concerning the country in which the earlier application, the priority of which has been claimed, has been filed and the date on which it was filed;
 - the check under Rule 4.10(d) whether the indicated filing date of the earlier application, the priority of which has been claimed, precedes the international filing date by more than one year;
 - the check under Rule 91 for obvious errors of transcription contained in the international application or other papers;
 - the request under Rules 18.5 and 54.4 for a change in the person, the name, or the address of the applicant;
 - the appointment of an agent or common representative or the revocation of a power of attorney under Rules 90.3 and 90.4, respectively;
 - the production of proof of the right to practice before the receiving Office under Rule 83;
 - the furnishing of certified copies of the international application or corrections thereto under Rule 20.9; and
 - the keeping of records relating to each international application or purported international application under Rule 93.1.
20. Further details on some of these procedural steps, particularly on the organizational units to carry them out, are contained in Part B of the Annex.

TYPES OF DUTIES INVOLVED IN THE PROCEDURAL STEPS

21. In general, each of the procedural steps can be expected to involve record-keeping duties, since any processing performed in respect of an international application, be it a communication, a check, etc., should be recorded in the file of the international application, in order to reflect the stage of development which has occurred in respect of that application.
22. The following paragraphs indicate the type of duties which are primarily involved in the different procedural steps.
23. The RECEIPT AND MARKING OF THE PURPORTED INTERNATIONAL APPLICATION under Rules 20.1 and 20.2 is a step involving duties of a record-keeping nature, since the receipt of the application has to be recorded by the stamping of the date of receipt, etc. However, communication duties would also arise, for instance, where the receiving Office notifies the applicant of the date of receipt of the application.

24. The determination in respect of SECURITY MATTERS, the ARTICLE 11 REQUIREMENTS, and the different CHECKS under ARTICLES 14(1), (2), (3), and (4) and RULES 9, 4.10(b), (d) and 91, are tasks which involve duties of a checking nature. Except for security matters which are solely matters of national law, if defects are found when the application is being checked pursuant to these provisions, communication duties would also arise, since the receiving Office will send the applicant an invitation to correct such defects. As the check under Article 14(3) involves the payment of fees, accounting duties would also arise in this case.

25. The PREPARATION OF COPIES under Rule 21 and the FURNISHING OF CERTIFIED COPIES under Rule 20.9 are tasks which involve reproduction duties. However, as in both cases a fee covering the cost of preparation may be required, duties of an accounting nature may also arise.

26. The TRANSMITTAL OF RECORD COPY under Rule 22 and the TRANSMITTAL OF SEARCH COPY under Rule 23.1(a) are tasks which involve duties of the communication nature.

27. The REQUEST FOR CHANGE IN PERSON, NAME, OR ADDRESS under Rules 18.5 and 54.4, the APPOINTMENT OR REVOCATION OF POWER OF ATTORNEY under Rules 90.3 and 90.4, the PRODUCTION OF PROOF OF THE RIGHT TO PRACTICE under Rule 83, and the KEEPING OF RECORDS AND FILES under Rule 93.1 are tasks which primarily involve record-keeping duties. Communication duties are also involved when the receiving Office notifies the international authorities of a change in person, name, or address, or notifies them of an appointment or revocation of a power of attorney, or notifies them of proof of the right of an agent to practice.

[Part B of the Annex follows]

PART B

ANALYSIS OF THE ORGANIZATIONAL UNITS NEEDED BY A
RECEIVING OFFICE TO PROCESS INTERNATIONAL APPLICATIONS

28. The following steps and flow diagrams indicate certain organizational units which would seem useful to establish, in order to permit a proper processing of international applications under the PCT. The setting up of the organizational units outlined and graphically illustrated may be carefully considered by all prospective receiving Offices with a view to helping them implement an operational system under the PCT.

Correspondence and Post Division

Incoming Post Unit

29. An Incoming Post Unit should be set up with the task of opening and dating incoming mail relating to the PCT, separating it from other types of receiving Office mail, and, in addition, stamping and forwarding a notification of receipt to the applicant.

30. It is assumed that a Public Window Counter will be provided where the general public may file purported international applications and documents relating thereto by hand.

31. A notification of receipt (Form PCT/RO/125) is date-stamped in the manner set forth in the Administrative Instructions, Section 301, to expedite depositing said receipt in the outgoing mail.

32. All PCT post is dated in the manner set forth in the Administrative Instructions, Section 201 and then forwarded to the Receiving Unit.

33. The Articles under the PCT, Regulations, Administrative Instructions and the Forms to be applied by the receiving Office personnel in this Unit involved with the above processing are set forth in Appendix I, items RO/1-1.1 attached hereto.

Receiving Unit

34. A Receiving Unit (1) applies a provisional file number to the purported international application and checks addresses; (2) inserts the purported international application in appropriate file jackets or dossiers; and (3) fills out fee computation forms and forwards same to the Payment Control Unit of the Finance Division. The purported international applications are reviewed concerning national security and then forwarded to the Formalities Handling Unit.

35. The Receiving Unit gives every paper of the purported international application a provisional file number (Sections 307 and 308 of the Administrative Instructions, Rule 20.1) and checks addresses (Section 108 of the Administrative Instructions).

36. The purported international application may be placed into prenumbered file jackets or dossiers which may contain fee computation forms (Form PCT/RO/101) for use by the Finance Division and Payment Control Unit of the receiving Office.

37. A number should be allotted to the purported international application by using a new series of file numbers (as set forth in Section 307 of the Administrative Instructions) and different dossiers or file jackets would be utilized to easily distinguish purported international applications from national applications.

38. The fee computation forms (Form PCT/RO/101 and 102) are filled out, and these items are forwarded to the Payment Control Unit of the Finance Division for further processing.

39. These fees would have to be collected from the applicant, i.e. a transmittal, search and/or international fee(s). The collection of these fees should be facilitated through the use of the standard international application request form (Form PCT/RO/101).

40. A security staff member cooperating with the Receiving Unit may review the purported international application to determine if the contents disclosed therein should be restricted for reasons of national security.

41. The Articles under the PCT, Regulations, Administrative Instructions and the Forms to be applied by receiving Office personnel in this Unit involved with the above processing are set forth in Appendix I, Items RO/1.1-2.1 attached hereto.

Finance Division

Payment Control Unit

42. The Payment Control Unit should be set up with the tasks to check fees and determine under, over and correct payment. This Unit could add up any deficits and note the due date for payment on the fee computation form. Such form could be placed in the outgoing mail to the applicant(s) after suitable processing of their accounts for payment. It has been assumed that the purported international application will be simultaneously processed in the Formalities Handling Unit while said fee check takes place and that all fees will be paid.

43. Fees paid by cash, cheque or postal order can be processed in the Payment Control Unit of the receiving Office. A fee accounting system could be established and maintained as a record-keeping function.

44. Receiving Offices may consider the establishment of credit accounts authorizing the payment of the necessary fees under the PCT. Furthermore, the credit accounts could be readily kept updated and monthly statements sent to the applicants.

45. It is estimated that a certain percentage of international applicants would charge fees to credit accounts.

46. The Payment Control Unit could calculate the designation fees due one year from the priority date claimed in the international application (Rule 15.4(b)). It could also correct any double designations (e.g. regional plus individual state designations) or incorrect designations (e.g. a State not a party to the PCT) on the request form.

47. The Payment Control Unit could add the two-letter country code beside each designation on the request (Section 202 of the Administrative Instructions) when the applicant has not done so.

48. In determining the under, over or correct payment of fees, the Payment Control Unit could deduct the amount due for the transmittal, basic and search fees. It could then apply any over payment from the above deduction process to designation fees.

49. The Payment Control Unit could add up any deficits and note the due date for payment on the fee calculation form (Form PCT/RO/102). At this time, the Payment Control Unit could note if the priority indications are unsettled; if so, it would use the first correct priority date or the international filing date as the basis for timing designation fee(s) payment (Rule 15.4(b)). Finally, it could provide information for flagging the file jacket or dossier for any fee problems before mailing form (Form PCT/RO/102) to the applicant.

50. If a priority application was filed within one year before the filing date of the international application, the Payment Control Unit of the Finance Division might check its approval. If the priority application was filed over one year from the filing date of the international application, the Payment Control Unit of the Finance Division could provide information for labelling the file jacket or dossier accordingly.

51. The Payment Control Unit must use as the priority date, the earliest acceptable priority date, or if there is none, the filing date of the international application as the basis of timing for payment or partial payment of the designation fee(s).

52. The Articles under the PCT, Regulations, Administrative Instructions and the Forms to be applied by receiving Office personnel in this Unit involved with the above processing are set forth in Appendix I, Items RO/8-8.7 attached hereto.

Formalities Section

Formalities Handling Unit (for Article 11 check)

53. The Formalities Section and the Formalities Handling Unit thereunder should be set up with the task of determining the completeness of the (purported) international application, monitoring such applications to assure their proper processing within the time limits of the Treaty, and identifying and monitoring any corrections of any defects submitted by the applicant. It is assumed that the proportion of international applications having a priority based upon an earlier national application will be high; therefore, fewer of those cases will require careful reading and/or study.

54. The sequence of work methods in the analysis of the envisioned techniques in the Formalities Handling Unit is not mandatory but meant to serve as a mere suggestion. For example, Articles 11 and 14 defects may be reviewed simultaneously, or review of these defects may be carried out separately, i.e. a separate review for Article 11 defects and a separate review for Article 14 defects. Whichever manner of review ensures timely transmittal of the record copy to the International Bureau should probably be utilized.

55. The Formalities Handling Unit (for those applications without Article 11 defects) would fill out the international filing date form (Form PCT/RO/105) for mailing to the applicant. The applicant should be notified of the international application number and the accorded international filing date as soon as possible after an Article 11 formalities check.

56. The applications would be examined for compliance with Article 11 of the PCT. The applicable PCT forms (Forms PCT/RO/103, 104) would be used for examining Article 11 defects. Applications which fail to meet Article 11 requirements would be delayed in their processing functions requiring their storage in some manner for a period of time.

57. The form containing the invitation to correct (Form PCT/RO/103) prepared by the Formalities Handling Unit is mailed to the applicant advising him of the nature of Article 11 defects in his application. Corrections and replacement sheets are received from the applicant and, provided that the corrections contained therein fulfill the requirements of the PCT, the international filing date of the application is revised to the date of receipt of the last required correction.

58. Applications which have had all Article 11 defects corrected have "PCT International Application" or "Demande internationale PCT", RO/JA, RO/US, etc. and the international application file number stamped on the request form. These international applications and those international applications without Article 11 defects are then forwarded to a Reproduction Unit.

59. A form (Form PCT/RO/104) is prepared for all applications which fail to meet Article 11 requirements within the PCT time limits. The form identifies the application and the nature of its defects. The form further states that the application is not treated as an international application and that the file number will not be used as an international application number. One copy may be inserted in the application file as a record-keeping function, one copy will be transmitted to the applicant and the International Bureau, respectively, and a final copy could be sent to the Finance Refund Unit of the receiving Office. Applications which were not corrected within the PCT time limits would be forwarded to a Registry Unit.

Finance Refund Unit

60. The Finance Refund Unit should be set up with the task of accounting and checking on applications for which a refund of fees are necessary, so that such refund is mailed to an applicant.

61. The copy of the notification (Form PCT/RO/104), for failure to comply with Article 11 requirements received from the Formalities Handling Unit, will indicate that the international fee and search fee must be refunded to the applicant. The decision to refund and the amount of refund would be calculated in this Unit. A review could be made of the transaction and the applicant's credit account, if any, to determine the amount of such refund. A cheque would be prepared for the proper amount. The cheque and the form are forwarded to the Outgoing Post Unit for mailing.

62. The volume of such notices is expected to be very small.

Outgoing Post Unit

63. The Outgoing Post Unit should be set up with the task of mailing the following: notifications to the applicant that the application will not be treated as an international application, notification of withdrawals for formalities defects and refunds of fees to the applicants, etc.

Registry Unit

64. The Registry Unit should be set up with the task of storing application files, until the Formalities Handling Unit is no longer responsible for them. (It might be envisaged that, as well as storing application files, all necessary formalities procedures would be conducted within this Unit.)

65. All applications which do not have Article 11 defects corrected within a specified period of time do not obtain an international filing date. These are placed in storage in the Registry Unit and a file number record is maintained. (After two years of "active" storage such applications are forwarded to a warehouse, for "inactive" storage for eight additional years.)

66. The number of files that would be placed in storage for failure to meet Article 11 requirements, would be very small, due to the ease of meeting PCT requirements, and proper knowledge of procedures which can be assumed of the international applicant.

67. The Articles under the PCT, Regulations, Administrative Instructions and the Forms to be applied by receiving Office personnel in these Units involved with the above processing are set forth in Appendix I, Items RO/3-3.8 and RO/18 attached hereto.

Reproduction Unit

68. The Reproduction Unit should be set up with the tasks of providing certified copies of the international application, a photocopy for integrity purposes and an additional two copies, one to be retained in the receiving Office as a "home copy" and the other to be a "search copy".transmitted to the International Searching Authority. This Unit would also provide copies of subsequent corrections, replacement pages, etc.

69. The International Bureau may request copies of purported international applications which failed to meet formalities requirements for review by the designated Offices under Article 25(1). Likewise the applicant may request copies of the applications which will not be treated as an international application and/or withdrawn applications. These certified copies made by the Reproduction Unit could be forwarded to the International Bureau and/or applicant. This function would be part of the general responsibility of providing copies of international applications which could be assigned to the Reproduction Unit. The number of copies requested under this procedure is expected to be very small. In this connection, it is assumed that an applicant who is filing in several countries would be unlikely to fail to correct the defects as to formalities of his application.

70. The international applications received by the Reproduction Unit would be removed from their file dossiers and photocopied for integrity purposes.

71. At the same time as the photocopy for integrity purposes is being reproduced, the Reproduction Unit could prepare two copies of the international application. The original international application is inserted in a new dossier and becomes the "record copy". A photocopy is inserted in a new dossier and becomes the "home copy", the second photocopy could become the "search copy". It has been assumed that most receiving Offices would make the required number of copies and charge a fee therefor. Under this assumption, the cost of verifying, marking, handling, etc. is considered reduced.

72. This Unit could assemble all "record copies" and "search copies" for mailing to the International Bureau and International Searching Authority, respectively.

73. The Articles under the PCT, Regulations, Administrative Instructions and the Forms to be applied by receiving Office personnel in this Unit involved with the above processing are set forth in Appendix I, Items RO/4-5.2 and 17-17.1 attached hereto.

74. After mailing the "record copy" and the "search copy", the "home copy" would be forwarded back to the Formalities Handling Unit for checking compliance with Article 14.

Formalities Handling Unit (for Article 14(1)(2) and (3) checks)

75. The processing of Article 14 defects by the Formalities Handling Unit has been considered separately from the processing of Article 11 defects in view of the need to expedite transmission of the "record copy" to the International Bureau.

76. It is assumed that some sort of model example sheets to determine acceptability of international applications are developed for use by this Unit. These sheets could include plastic overlays for margins and spacing and examples of darkness of ink. Furthermore, the Unit might consult an expert Draftsman for extremely difficult drawing problems.

77. All incoming correspondence related to pending international applications is stamped with the date of receipt and placed in the file of the appropriate application. Such correspondence could be noted on the dossier of the application as a record keeping function. Of course, two copies of all incoming correspondence would be needed. The original would be mailed to the International Bureau to insert in the record copy. One copy would be inserted in the file of the "home copy", while the other copy will be placed in the file of the "search copy". The objective is that the "home copy", "record copy" and "search copy" always correspond exactly to each other.

78. As the Formalities Handling Unit receives various corrections from applicants, determination of the timeliness of applicant's response is made. It is assumed that a formalities officer (trained in that PCT procedure and stationed in the Formalities Handling Unit) is consulted and determines the adequacy of the response.

79. Those international applications needing correction of defects, for which no corrections have been received by the due date for applicant's response, should be screened by the formalities officer stationed in the Formalities Handling Unit. This screening should preferably take place one day after the due date for applicant's response or as soon as possible thereafter.

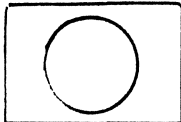
80. The Articles under the PCT, Regulations, Administrative Instructions and the Forms to be applied by receiving Office personnel in this Unit involved with the above processing are set forth in Appendix I, items RO/6-13.4 attached hereto.

81. The steps described above complete the processing tasks necessary for a receiving Office, as distinct from the processing for performing an international search, or for carrying out the function of a designated or elected Office.

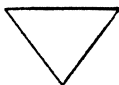
[Part C of the Annex follows]

PART C

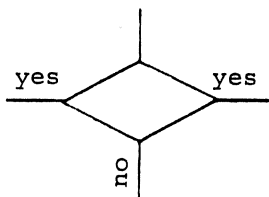
Explanation of Flow Diagram Symbols



Point of Origin. Indicates the origination of a document flow



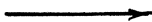
Dossier. Formal or informal delay in processing functions, requiring that the document be stored in some manner for a period of time.



Decision. Points within the processing sequence where a decision will be made resulting in alternate processing paths.



Off page Connector.



Flow Lines.

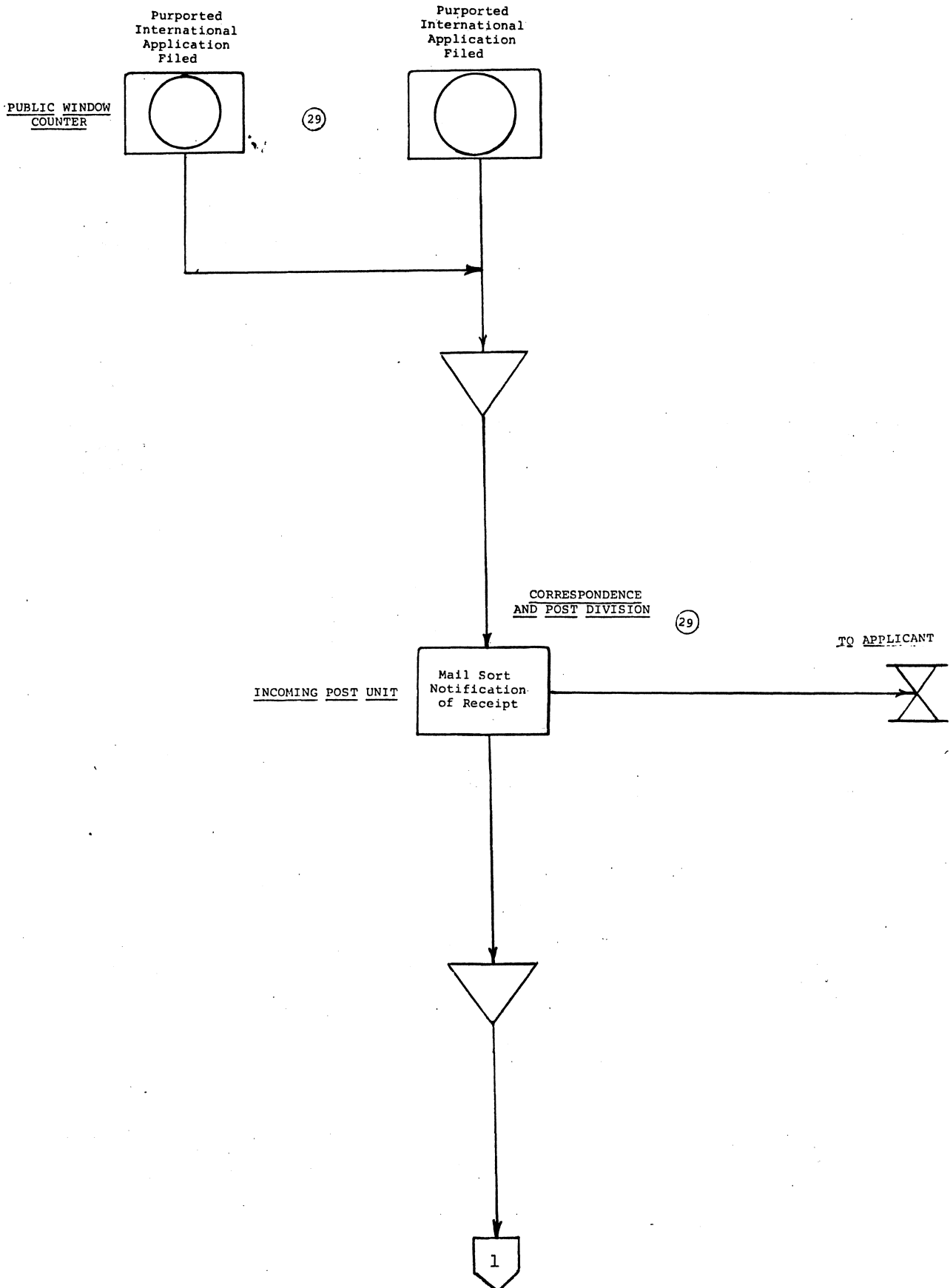


Gap Out. Activity beyond this point is outside the scope of the flow diagram.

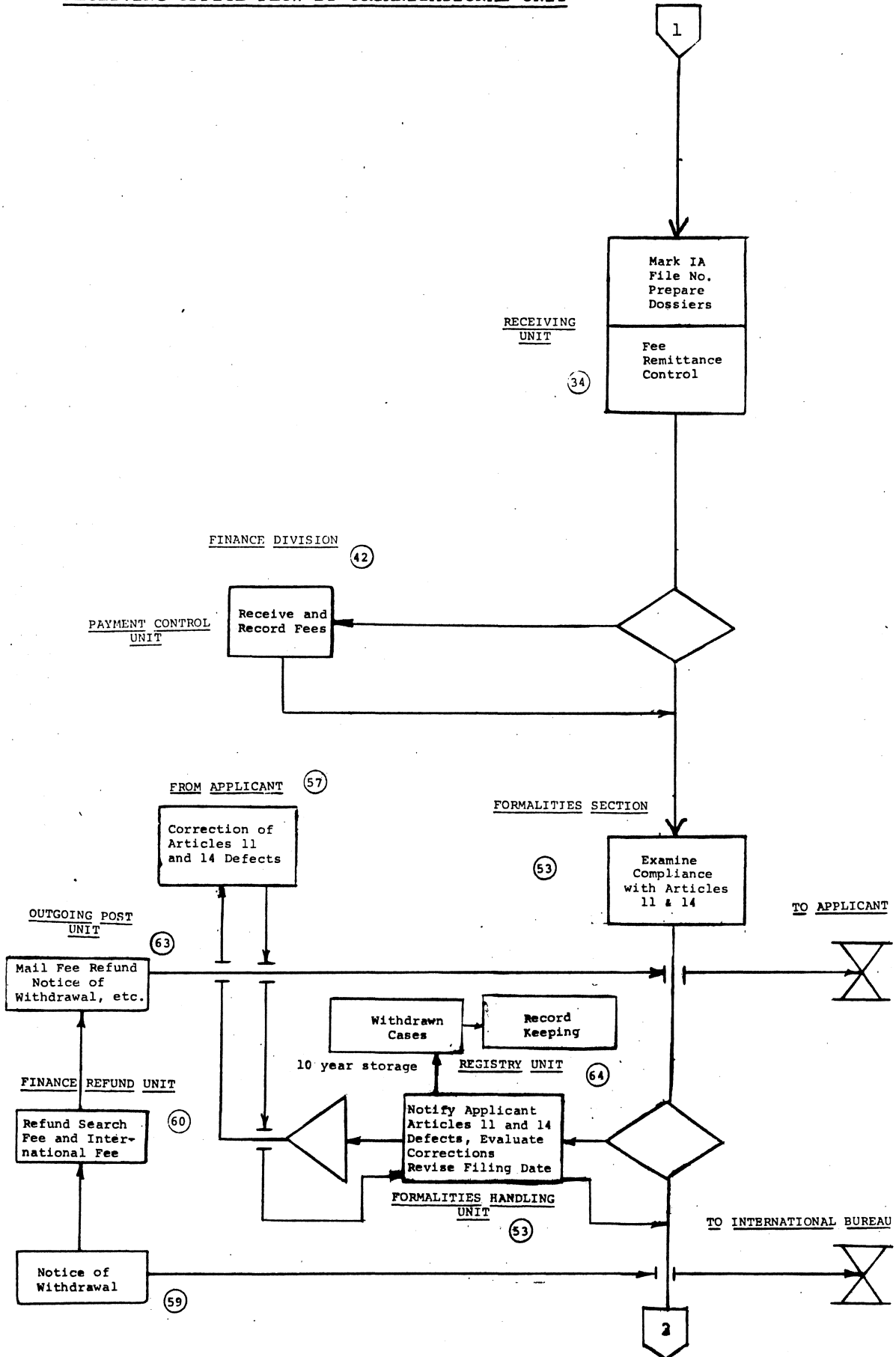


Reference Number. Paragraph of the text which explains the organizational entities developed for the receiving Office.

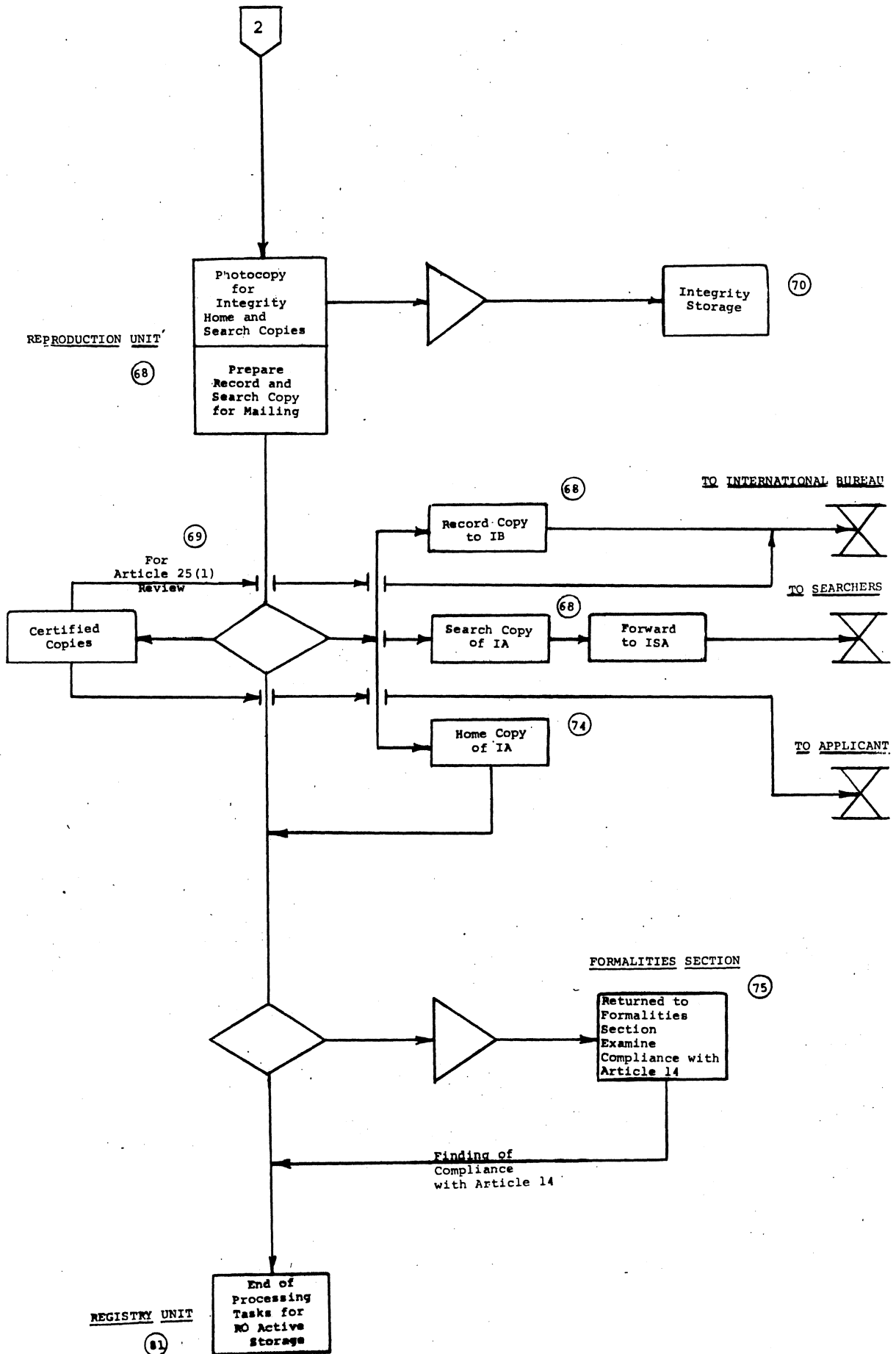
RECEIVING OFFICE FLOW BY ORGANIZATIONAL UNIT



RECEIVING OFFICE FLOW BY ORGANIZATIONAL UNIT



RECEIVING OFFICE FLOW BY ORGANIZATIONAL UNIT



DETAILED ANALYSIS OF THE PROCEDURAL STEPS
OF THE RECEIVING OFFICE

INTRODUCTION

Purpose of this Appendix

1. The purpose of this Appendix is to describe and illustrate --- by means of flow diagrams --- the specific procedural steps to be taken by the receiving Office in carrying out its processing tasks, and to alert the receiving Office as to the communications involved with any given step.

Contents of this Appendix

2. The Appendix is subdivided into three parts. The first, Part I, describes in detail the specific procedural steps to be taken by the receiving Office; the second, Part II, illustrates --- by means of flow diagrams --- the procedural steps and the communications involved with any given step; the third, Part III, contains drafts of all the Forms to be employed by the receiving Office.

The Procedural Steps

3. The processing, which a receiving Office may be required to perform in connection with an international application which has been filed with it, is divided into specific procedural steps. These steps are indicated by the symbol "RO", followed by an oblique stroke and a number. For example, "RO/3" means step number 3 of the receiving Office. Each procedural step is described and annotated with references to the relevant provision of the Articles, Rules and Administrative Instructions of the PCT and, where applicable, with reference to the Form to be used to effectuate the communication involved with any given step.

[Part I of the Appendix follows]

Part IRECEIVING OFFICE: ANNOTATED DESCRIPTION OF THE PROCEDURAL STEPS

<u>TASK SYMBOL</u>	<u>TASK</u>
RO/1	RECEIVING AND MARKING OF THE APPLICATION
RO/2	SECURITY MATTERS
RO/3	ARTICLE 11(1) DETERMINATION (REQUIREMENTS FOR INTERNATIONAL FILING DATE)
RO/4	PREPARATION OF COPIES
RO/5	TRANSMITTAL OF RECORD COPY AND SEARCH COPY
RO/6	ARTICLE 14(1) CHECK (CERTAIN DEFECTS IN THE INTERNATIONAL APPLICATION)
RO/7	ARTICLE 14(2) CHECK (DEFECT OF MISSING DRAWINGS)
RO/8	ARTICLE 14(3) CHECK (DEFECT OF LACK OF PAYMENT OF FEES)
RO/9	ARTICLE 14(4) CHECK (LATER FINDING OF NON-COMPLIANCE WITH ARTICLE 11(1) REQUIREMENTS)
RO/10	RULE 9 CHECK (EXPRESSIONS NOT TO BE USED)
RO/11	RULE 4.10(b) CHECK (LACK OF NECESSARY PRIORITY INDICATIONS CONCERNING COUNTRY OR DATE OF FILING)
RO/12	RULE 4.10(d) CHECK (ERRONEOUS INDICATION OF PRIORITY DATE)
RO/13	RULE 91 CHECK (RECTIFICATION OF OBVIOUS ERRORS OF TRANSCRIPTION)
RO/14	RULES 18.5 AND 54.4 REQUEST FOR CHANGE IN PERSON, NAME OR ADDRESS
RO/15	RULES 90.3 AND 90.4 APPOINTMENT OR REVOCATION OF POWER OF ATTORNEY
RO/16	RULE 83 PRODUCTION OF PROOF OF RIGHT TO PRACTICE
RO/17	RULE 20.9 FURNISHING OF CERTIFIED COPIES
RO/18	RULE 93.1 KEEPING OF RECORDS AND FILES

RO/1 Receipt and Marking of the Application

RO/1.0 Initial Mail Sort

The receiving Office opens PCT mail and separates it from other Office mail (receipt of international application).

RO/1.1 PCT Mail Sort (Marking and Notification)

The receiving Office dates all PCT mail (Rule 20.1(a)) in the manner 30 March 1972 or 1972 March 30 (Section 201 of the Administrative Instructions).

The receiving Office separates all international applications from other PCT mail and the notification of receipt (Form PCT/RO/125) to the applicant is date-stamped (Section 301 of the Administrative Instructions).

RO/1.1 PCT Mail Coordination

The receiving Office gives a provisional file number to every paper of the international application (Sections 307 and 308 of the Administrative Instructions) (Rule 20.1).

The receiving Office checks addresses for mailing purposes (Section 108 of the Administrative Instructions).

The receiving Office fills out fee computation forms (Form PCT/RO/101).

The receiving Office checks the notification receipt to the applicant (Form PCT/RO/125) before depositing said receipt in the outgoing mail (Section 301 of the Administrative Instructions).

Later Filed Papers (Missing Pages Check)

RO/1.2 The receiving Office checks the numbering of the pages of the purported international application for gaps (Rule 20.2).

RO/1.3 If the receiving Office finds gaps are present and the later filed sheets (missing pages) are received from the applicant completing the purported international application, it marks the date of receipt on sheets received on a date later than the date on which the sheets were first received (Rule 20.2(b)).

RO/1.4 The receiving Office checks whether the later filed sheets were timely filed (Rule 20.2(a)) e.g., thirty (30) days from date sheets were first received (Rule 20.2 (a)(i)).

RO/1.5 If the receiving Office finds that the later filed sheets were not timely filed, it notifies the applicant (Form PCT/RO/126) of the untimely submission of the later filed sheets and indicates on such sheets that they are not to be taken into consideration for the purposes of international processing. Where the Article 12(1)

transmittals have already been made, the receiving Office forwards (item 5 of Form PCT/RO/118) copies of the later filed sheets to the International Bureau [and the International Searching Authority] (Section 309(a)(ii), (iii) of the Administrative Instructions).

RO/1.6 The receiving Office makes any resulting correction in the international filing date, and notifies (Form PCT/RO/126) the applicant and where the Article 12(1) transmittals have already been made, the International Bureau and the International Searching Authority, accordingly (Sections 309(a)(ii), (iii) of the Administrative Instructions).

RO/2 Security Matters

RO/2.0 The receiving Office reviews the prospective international application for security matters (PCT Rule 22.1(a)).

The receiving Office grants clearance and notes such clearance.

RO/2.1 The receiving Office withholds clearance and the prospective international application may be removed from further processing.

RO/3 Article 11(1) Determination (Requirements for International Filing Date)

The receiving Office examines the international application for:

- (i) indication that it is intended to be an international application (pre-printed indication on form PCT/RO/101);
- (ii) at least one designation;
- (iii) the name of the applicant (as lacking compliance with Rules 4.4 and 4.5);
- (iv) the international application written in ;
- (v) applicant's address for residency requirements or proof that applicant is a national;
- (vi) a part that appears to be a claim or claims.

RO/3.0 The receiving Office finds that the application lacks compliance with Article 11(1) requirements.

RO/3.1 The receiving Office records defect(s) and fills out the invitation to correct (Form PCT/RO/103) to applicant to fulfill Article 11(1) requirements (Rules 20.6(a) and (b)).

RO/3.2 The receiving Office finds that the corrections of applicant are insufficient and compliance with Article 11(1) is still lacking (Rule 20.7).

The receiving Office notifies the applicant that the corrections are insufficient and that the application will not be treated as an International Application (Rule 20.7(i)), and notifies the International

Bureau that the number marked on the papers shall not be used as an international application number (Rule 20.7(ii)). (Form PCT/RO/104).

RO/3.3 If the corrections by an applicant of defects are sufficient, the receiving Office updates and corrects the request (Form PCT/RO/101) as if a positive Article 11(1) determination had been made (Rule 20.3).

RO/3.4 The receiving Office notifies applicant that Article 11(1) corrections fail and application will not be treated as an international application (Rule 20.7(i)), and notifies the International Bureau that number marked on papers shall not be used as an international application number (Rule 20.7(ii)), (Form PCT/RO/104).

RO/3.5 The receiving Office refunds (Form PCT/RO/119) any international and/or search fee received, since attempted Article 11(1) corrections were unsuccessful (Rules 15.6 and 16.2).

RO/3.6 The receiving Office transmits (Form PCT/RO/118) a copy of the purported international application to the International Bureau provided a request form (Form PCT/IB/303) therefor has been received (Rule 20.7(iv)). (For Article 25(1) Review).

RO/3.7 The receiving Office makes a positive determination under Article 11(1) and accords an international filing date and marks the request (Form PCT/RO/101) with the name of the receiving Office (e.g., RO/JA, RO/US, etc.) and the words "PCT International Application" or "Demande internationale PCT" (Section 307 of the Administrative Instructions, Rule 20.5(a)).

RO/3.8 The receiving Office notifies (Form PCT/RO/105) applicant as to the international application number and international filing date (Rule 20.5(c)).

RO/4 Preparation of Copies

RO/4.1 The receiving Office, where it requires the international application to be filed in more than one copy, finds that the applicant has filed the international application in less than the number of copies required (Rule 11.1(b)).

RO/4.1 The receiving Office verifies the copies received (Rule 11.1(b), Section 305 of the Administrative Instructions) and prepares the additional copies for which it may fix a fee (Form PCT/RO/120) (Rule 21.1(b) (c)).

RO/4.2 The receiving Office, where it requires the international application to be filed in only one copy, prepares any additional copies needed (Rule 21.1(a)).

- RO/5 Transmittal of Record Copy and Search Copy
- RO/5.0 The receiving Office calculates the processing time available (Rule 22.3) before the record copy must be transmitted to the International Bureau. However, the alternative procedure for transmittal of the record copy must be decided (Rule 22.2).
- RO/5.1 The receiving Office transmits (Form PCT/RO/118) the record copy to the International Bureau or, depending on how the applicant has exercised his options, forwards the record copy to the applicant or holds it available for collection (Rule 22.2). Where the record copy is forwarded to the applicant, see Form PCT/RO/122. Where it has been held available but has not been timely collected by the applicant, the International Bureau is notified accordingly (Form PCT/RO/114).
- RO/5.2 The receiving Office transmits the record copy to the International Bureau (Rule 22.1(a)) (unless alternative procedure applicable, see RO/5.1) and transmits the search copy to the competent International Searching Authority (Form PCT/RO/118) (Rule 23.1(a) and (b)).
- RO/6 Article 14(1) Check (Certain Defects in International Application)
- RO/6.0 The receiving Office finds Article 14(1) defects exist.
- RO/6.1 The receiving Office invites applicant to correct Article 14(1) (a) defects (Rule 26.1) and, if the defects include Article 14(1) (a) (iii) and/or (iv) (missing title and/or abstract), so notifies the International Searching Authority (Form PCT/RO/106) (Rule 26.1(b)).
- RO/6.2 The receiving Office marks date of receipt of any corrections submitted by the applicant on papers received (Rule 26.5(b)), checks corrections and any replacement sheet (Rule 26.4(b)), and marks application number and the stamp identifying the receiving Office on each replacement sheet (Rule 26.4(b) and Section 311 of the Administrative Instructions).
- RO/6.3 The receiving Office finds that the Article 14(1) defects have been timely corrected.
- RO/6.4 The receiving Office notifies (Form PCT/RO/117) the applicant, the International Bureau, and the International Searching Authority (if search copy was sent already) that the international application is considered withdrawn (Rule 29.1(a) (ii)).
- RO/6.5 The receiving Office transmits (Form PCT/RO/118) any corrections and replacement sheets to the International Bureau and a copy thereof to the International Searching Authority (Rules 26.4(c) and (d)).
- RO/7 Article 14(2) Check as to Defect of Missing Drawings, including Flow Charts and Diagrams
- RO/7.0 The receiving Office examines the text of the international application for reference to drawings. The receiving Office finds a reference to drawings and no drawings present.

- RO/7.1 The receiving Office indicates in the international application that drawings are missing (Rule 26.6(a)).
- RO/7.2 The receiving Office fills out the notice of missing drawings (Form PCT/RO/107) to notify the applicant of missing drawings.
- RO/7.3 The receiving Office fills out the form (Form PCT/RO/126) for the applicant where the missing drawings are timely filed and also prepares notification of any correction (Form PCT/RO/126) for the International Bureau and the International Searching Authority where Article 12(1) transmittals have already been made (Sections 310(b)(iii)).
- The receiving Office inserts timely filed missing drawings in the record and search copies where transmittals under Article 12(1) have not taken place. (Section 310(b)(iv) of the Administrative Instructions).
- RO/7.4 The receiving Office indicates that any reference to drawings shall be considered non-existent (Article 14(2)), if missing drawings are not timely filed.
- RO/7.5 The receiving Office makes any resulting corrections in the international filing date (Article 14(2), Rule 20.2(a)(iii) and Section 310(b)(i) of the Administrative Instructions).
- RO/7.6 The receiving Office notifies (Form PCT/RO/126) where the missing drawings are timely filed, the applicant (and the International Bureau and the International Searching Authority where Article 12(1) transmittals have already been made) of any resulting corrections (Section 310(b)(iii) of the Administrative Instructions). Where the missing drawings are not timely filed, the receiving Office notifies (Form PCT/RO/126) the applicant of this fact and the date of receipt of the later submitted drawings (Section 310(c)(i) of the Administrative Instructions).
- The receiving Office attaches a copy of the untimely filed drawings where Article 12(1) transmittals have not taken place with a note indicating the drawings are not to be considered for international processing (Section 310(c)(iii) of the Administrative Instructions).
- RO/7.7 The receiving Office transmits (Form PCT/RO/118), where the Article 12(1) transmittals have already been made, copies of the drawings to the International Bureau and to the International Searching Authority (Section 310(b)(iii) of the Administrative Instructions).

- RO/8 Article 14(3) Fee Check (Defect of Lack of Payment of Fees)
- RO/8.0 The receiving Office calculates the fees due upon receipt of the international application, i.e. the transmittal fee, the search fee, and/or international fee. The receiving Office determines if the fees are lacking (Article 14(3) (a), Rules 14.1(b) and 15.4(a)).
- RO/8.1 The receiving Office transcribes the amount of the fee(s) received and requests. (Form PCT/RO/102) payment of the transmittal fee, the search fee and/or the international fee.
- RO/8.2 The receiving Office timely receives payment of the transmittal fee, the search fee and/or the international fee.
- RO/8.3 The receiving Office finds that timely payment of the designation fee part of the international fee for all designated states is lacking (Article 14(3) (b)).
- RO/8.4 The receiving Office notifies (Form PCT/RO/117) the Applicant, the International Bureau, and the International Searching Authority that the fees were not timely paid and that it declares the International Application to be considered withdrawn (Rule 29.1(a) (ii), (iii)).
- RO/8.5 The receiving Office transmits (Form PCT/RO/118) the record copy and corrections (if any) to the International Bureau (Rule 29.1(a) (i)).
- RO/8.6 The receiving Office finds that timely payment of the designation fees for some of the designated States is lacking.
- RO/8.7 The receiving Office notifies (Form PCT/RO/116) the Applicant and the International Bureau that it declares the designation of States for which no designation fee was paid are considered to be withdrawn (Article 14(3) (b), Rule 29.1(b)).
- RO/9 Article 14(4) Check (Later finding of non-compliance with Article 11(1)) Requirements
- RO/9.0 The receiving Office later finds non-compliance with the requirements of Article 11(1) before the expiration of the Rule 30.1 time limit of six (6) months (Article 14(4)).
- RO/9.1 The receiving Office notifies (Form PCT/RO/115) the applicant of the intent to issue a declaration of withdrawal and invites applicant to submit arguments (Rule 29.4).
- RO/9.2 The receiving Office finds applicant's arguments timely (submitted within one (1) month of notification (Rule 29.4)) and persuasive) and reverses its tentative findings.
- RO/9.3 The receiving Office finds that applicant's arguments do not overcome defects and the receiving Office notifies (Form PCT/RO/117) the applicant and the International Bureau and, if the search copy has already been transmitted, also the International Searching Authority, of the declaration of withdrawal (Rule 29.1(a) (ii), (iii)).

RO/9.4 The receiving Office transmits (Form PCT/RO/118) the record copy (unless already transmitted) and any corrections thereto to the International Bureau (Rule 29.1(a)(i)), but does not transmit the search copy (Rule 29.1(a)(iii)).

RO/9.5 The receiving Office notifies (Form PCT/RO/127) the applicant of the decision not to issue a declaration under Article 14(4) (Section 312 of the Administrative Instructions).

RO/10 Rule 9 Check (Expressions not to be used)

RO/10.0 The receiving Office finds Rule 9 defects exist.

RO/10.1 The receiving Office invites (Form PCT/RO/112) the applicant to voluntarily correct lack of compliance with Rule 9.1 and notifies the International Searching Authority and the International Bureau of such lack of compliance (Rule 9.2).

RO/10.2 The receiving Office finds that the Article 12(1) transmittals (Form PCT/RO/118) of the record copy and the search copy have already been made.

RO/10.3 The receiving Office enters corrections received from the applicant into the international application.

RO/10.4 The receiving Office transmits (Form PCT/RO/118) copies of the corrections to the International Searching Authority and the International Bureau (Section 304 of the Administrative Instructions).

Check (Description (Rule 5.1) and Terminology
and Signs (Rule 10))

Simultaneously with the Rule 9 check the receiving Office could carry out a Rule 10 check (Terminology and Signs), as well as a check for proper titles in the description of the International Application (Rule 5.1 and Section 205 of the Administrative Instructions.)

RO/11 Rule 4.10(b) Check (Lack of Necessary Priority Indications concerning Country or Date of Filing)

RO/11.0 The receiving Office finds that, where a priority has been claimed, the indication of the country in or for which, or the date on which, the priority application was filed is lacking.

RO/11.1 The receiving Office records in the international application the fact that the priority claim has been considered not to have been made (Rule 4.10(b)).

RO/11.2 The receiving Office notifies (Form PCT/RO/121) the applicant and, if the record copy and the search copy have already been sent, also the International Bureau and the International Searching Authority that the priority claim is considered not to have been made (Section 302 of the Administrative Instructions).

- RO/12 Rule 4.10(d) Check (Erroneous indication of Priority Date)
- RO/12.0 The receiving Office finds that, where a priority has been claimed, the priority date must be either corrected or cancelled.
- RO/12.1 The receiving Office fills out invitation (Form PCT/RO/110) that applicant submit corrections or cancel (one (1) month from the date of mailing) the priority claim (Rule 4.10(d)).
- RO/12.2 The receiving Office finds that applicant's response was timely filed.
- RO/12.3 The receiving Office ex officio cancels the priority claim (Rule 4.10(d)).
- RO/12.4 The receiving Office effects the corrections or cancels the priority claim in accordance with applicant's response (Rule 4.10(d)).
- RO/12.5 The receiving Office notifies (Form PCT/RO/111) the applicant, and, if the record copy and the search copy have already been sent, also the International Bureau and the International Searching Authority of the correction or cancellation (Rule 4.10(d)).
- RO/13 Rule 91 Check (Rectification of Obvious Errors of Transcription)
- RO/13.0 The receiving Office notes obvious errors of transcription (Rule 91.1(d)).
- RO/13.1 The receiving Office invites (Form PCT/RO/108) applicant to submit a request for rectification of obvious errors of transcription (Rule 91.1(d)).
- RO/13.2 The receiving Office finds that the request for authorization for rectification is proper and timely filed (Rule 91.1(g)).
- RO/13.3 The receiving Office authorizes rectification (Rule 91.1(e)(i)) and records the date of authorization for rectification (Rule 91.1(f)).
- RO/13.4 The receiving Office notifies (Form PCT/RO/109) the applicant, and the International Bureau of any rectification authorized and, where the authorization for rectification was denied, notifies only the applicant (Rule 91.1(h), Section 109 of the Administrative Instructions).
- RO/14 Rule 18.5 and 54.4 Request for Change in Person, Name or Address
- RO/14.0 The receiving Office receives a request for a change in the person, name and address of the applicant.
- RO/14.1 The receiving Office notifies (Form PCT/RO/113) the International Bureau of the requested change (Rules 18.5 and 54.4, Section 306 of the Administrative Instructions).

RO/15 Rules 90.3 and 90.4 Appointment or Revocation of Power of Attorney

RO/15.0 The receiving Office receives a separate document appointing or revoking a power of attorney.

RO/15.1 The receiving Office finds that the appointment or revocation is defective (Rules 90.3(c) and 90.4(b)).

RO/15.2 The receiving Office notifies (Form PCT/RO/124) the applicant of the defects and of the fact that the appointment or revocation is considered non-existent until such time as the defects are corrected (Rules 90.3(c) and 90.4(b)).

RO/15.3 The receiving Office finds that the applicant has corrected the defects.

RO/15.4 The receiving Office continues to consider the appointment or revocation as non-existent (Rules 90.3(c) and 90.4(b)).

RO/15.5 The receiving Office notifies (Form PCT/RO/123) the International Bureau, the International Searching Authority, and the International Preliminary Examining Authority of the appointment or revocation (Rules 90.3(b) and 90.4(b)).

RO/16 Rule 83 Production of Proof of Right to Practice

RO/16.0 The receiving Office receives a request from either the International Searching Authority, the International Bureau, or the International Preliminary Examining Authority for the production of proof of the right to practice of any attorney, patent agent, or other person (Article 49, Rule 83).

RO/16.1 The receiving Office transmits information whether such person has the right to practice to the International Authority which so requested (Rule 83.2).

RO/17 Rule 20.9 Furnishing of Certified Copies

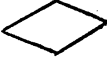

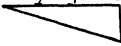
RO/17.0 Does the receiving Office receive a request from the applicant for certified copies of the International application as filed or any corrections thereto (Rule 20.9)?

RO/17.1 The receiving Office, if a fee is required, invites (Form PCT/RO/128) the applicant to pay the required amount, upon receipt of which the requested documents will be furnished (Rule 20.9).

RO/18 Rule 93.1 Keeping of Records and Files

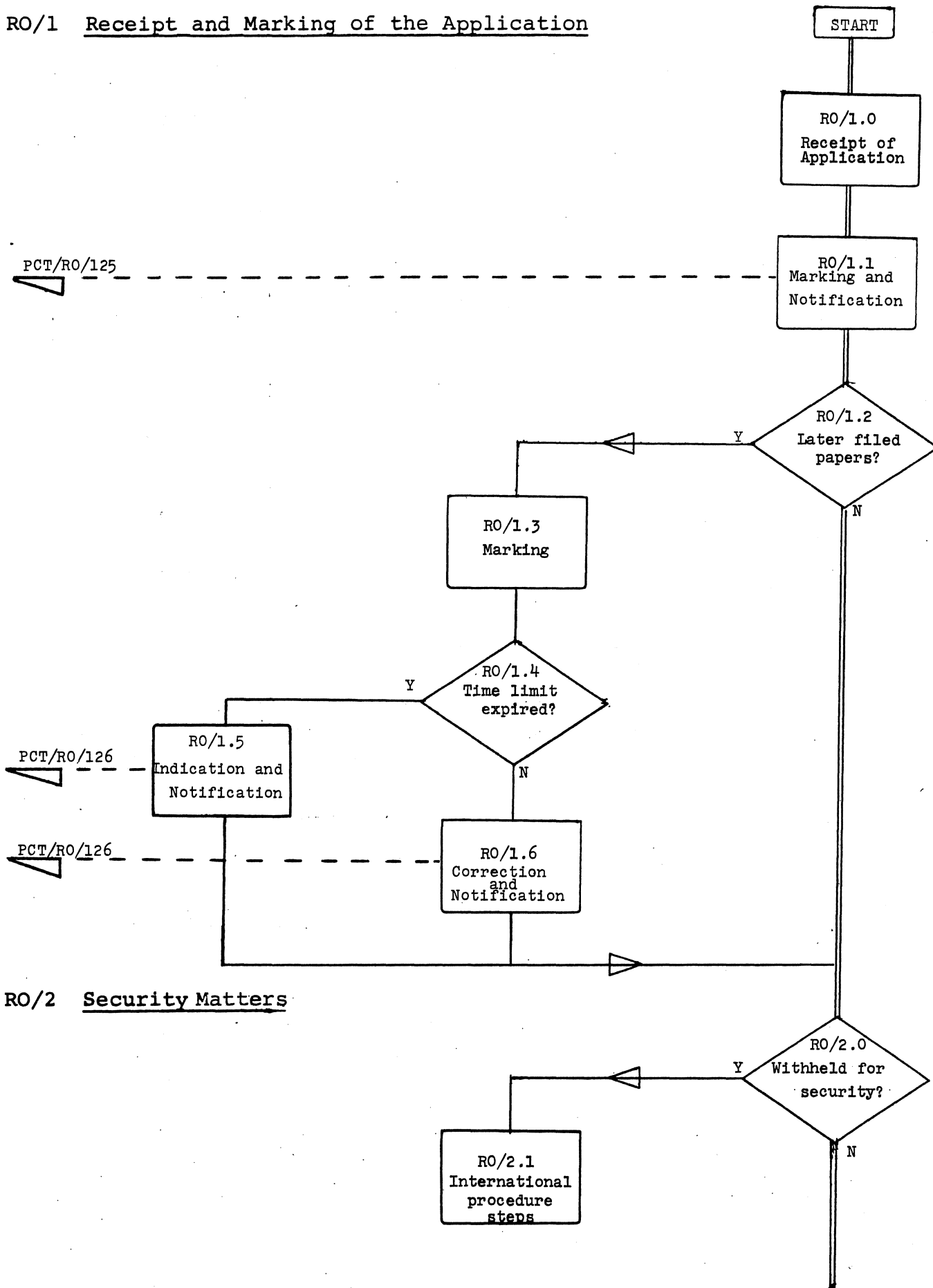
RO/18.0 The receiving Office keeps the records relating to the International Application for at least ten years (Rule 93.1).

Part II
FLOW CHARTSExplanation of Flow Diagram Symbols

1. The flow diagrams are contained in charts. Each chart has a double line running along the right-hand side of the page. This double line traces the normal flow of the processing of an international application. The processing tasks indicated along this "normal flow line" are, whenever possible, set forth in chronological sequence. Questions presented in the flow of processing are represented by the figure  in which key words are included.
2. The arrangement of the normal processing flow is such that, for the vast majority of international applications, vis-à-vis the question presented along the normal flow line under any particular processing task, the answer will be negative (indicated by the letter "N" (for "no")) and the processing proceeds down the normal flow line rather than encounter the abnormal processing occurring when an affirmative answer (indicated by the letter "Y" (for "yes")) diverts the processing temporarily, or, in some situations, permanently, from continuing down the normal flow line.
3. The steps to be taken are represented by the figure  in which key words are included and, any communication arising from any given step and requiring the use of a Form is indicated by the figure  and above that figure, the symbol of the Form to be used (for example: PCT/RO/105).
4. Reference can readily be made to the Appendix, Part III, of this document which contains drafts of all the Forms to be employed by the receiving Office in order to determine the contents of the particular Form to be used.

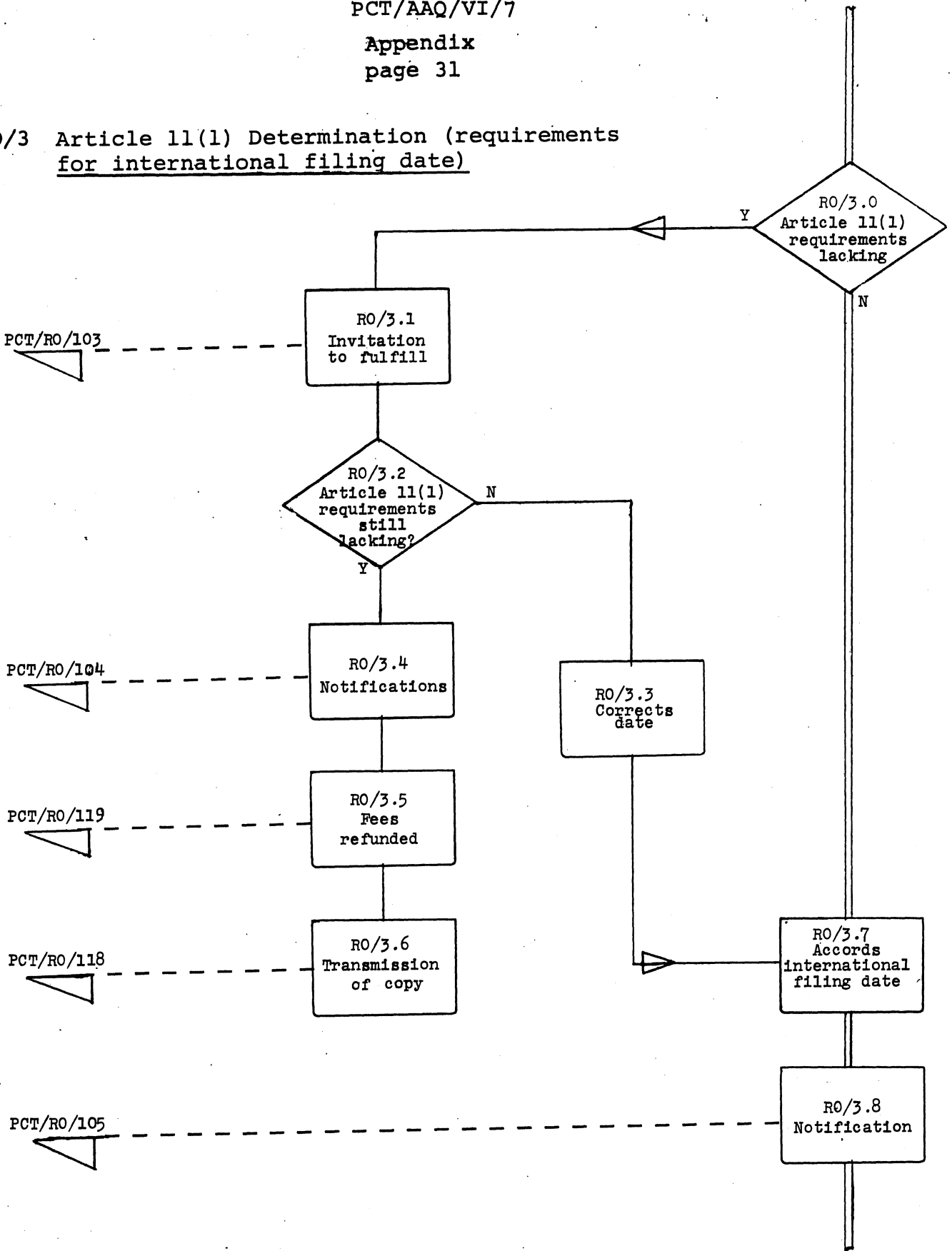
RECEIVING OFFICE: FLOW DIAGRAMS

RO/1 Receipt and Marking of the Application

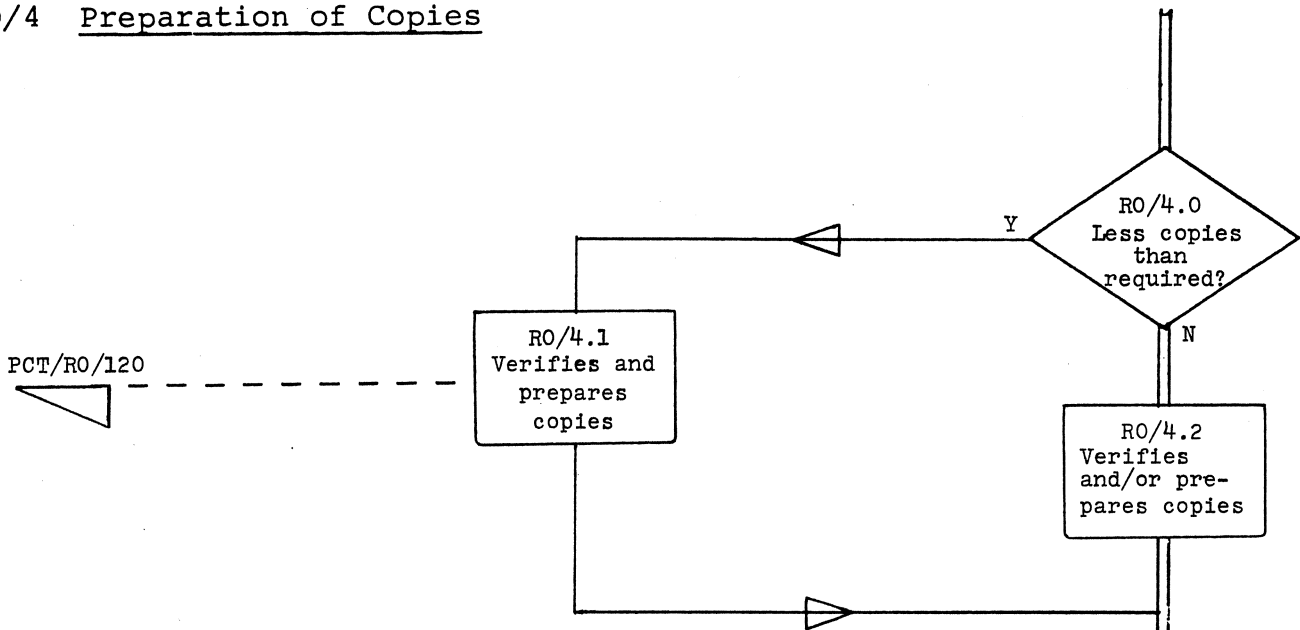


RO/2 Security Matters

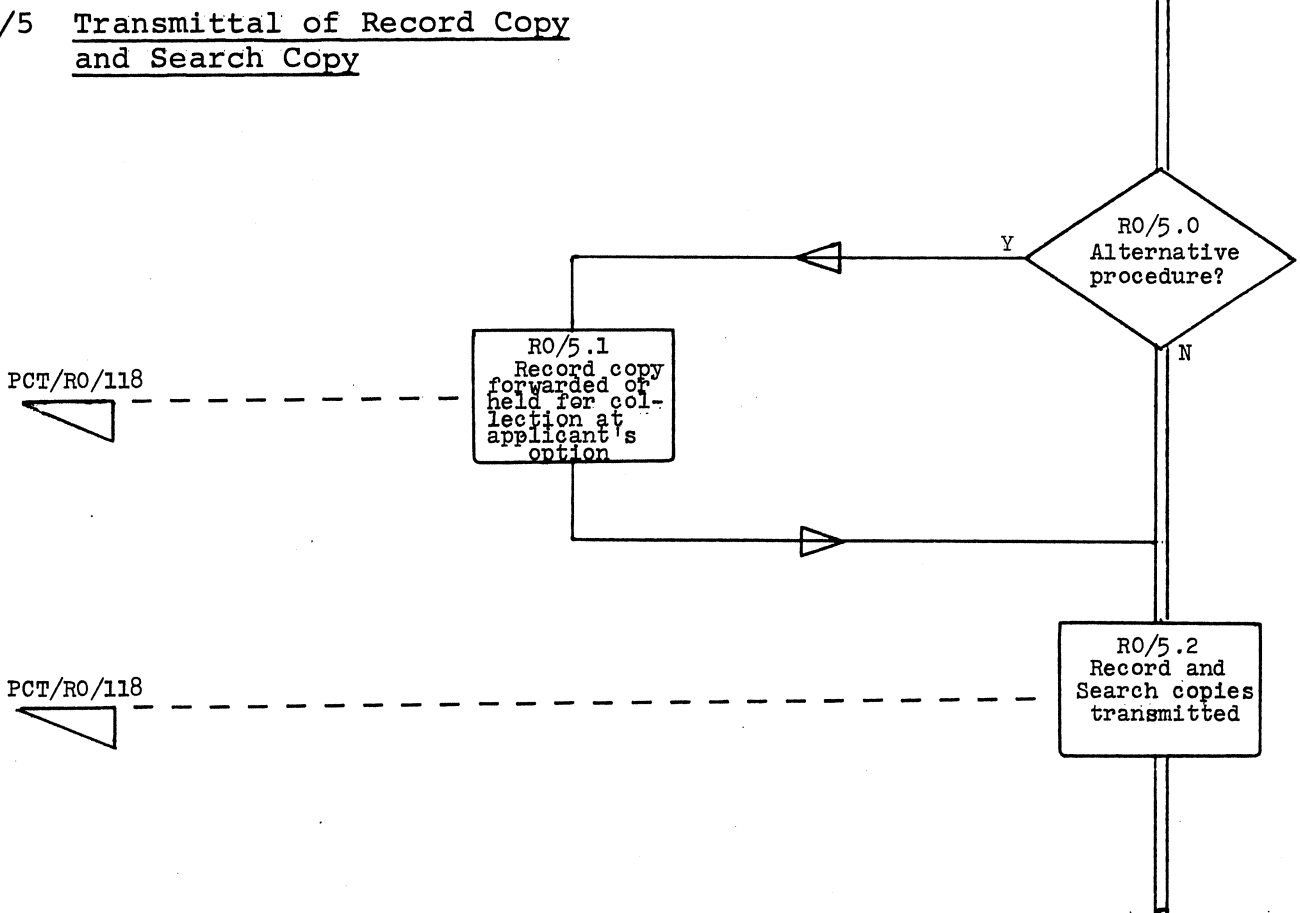
RO/3 Article 11(1) Determination (requirements
for international filing date)



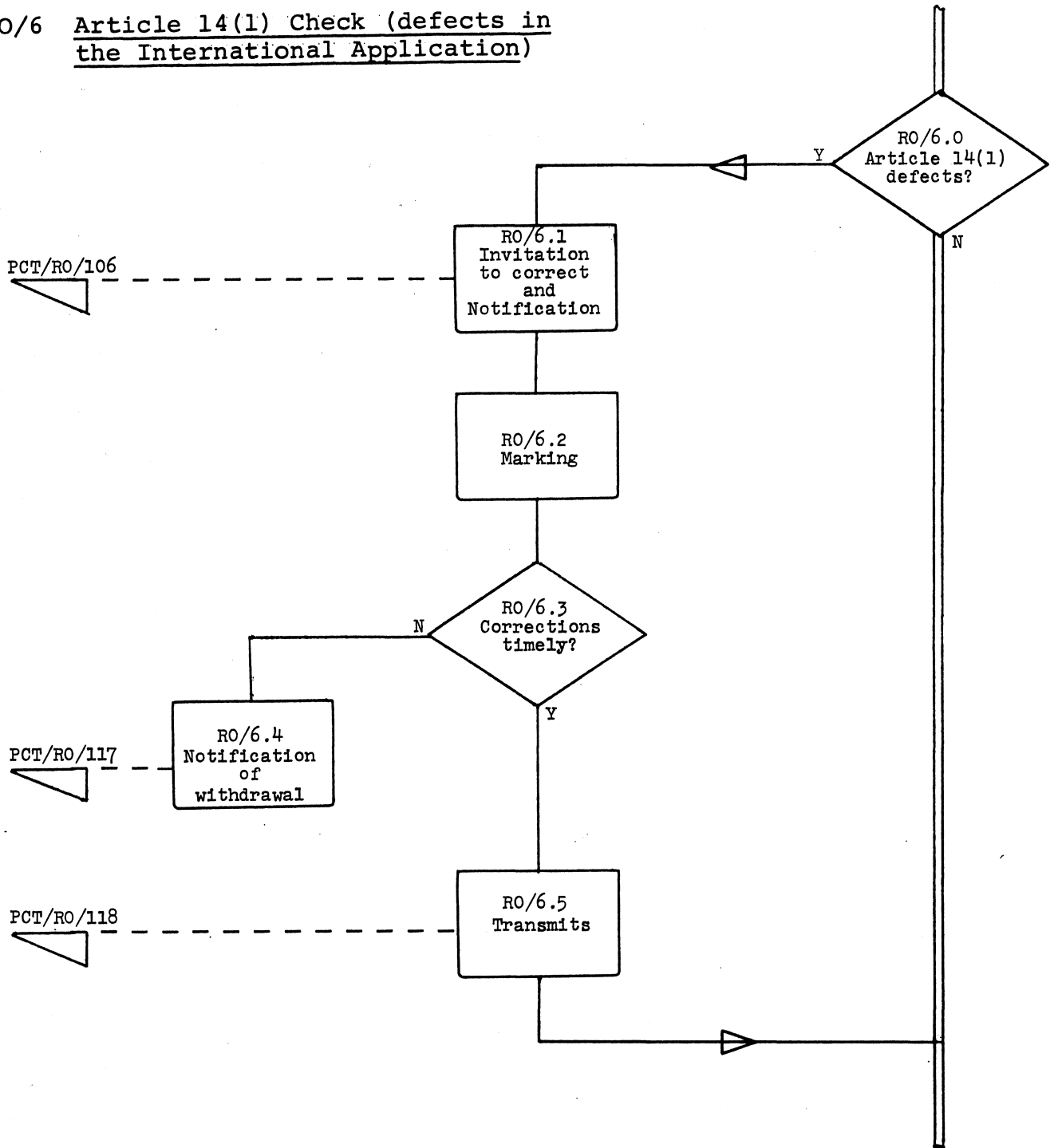
RO/4 Preparation of Copies



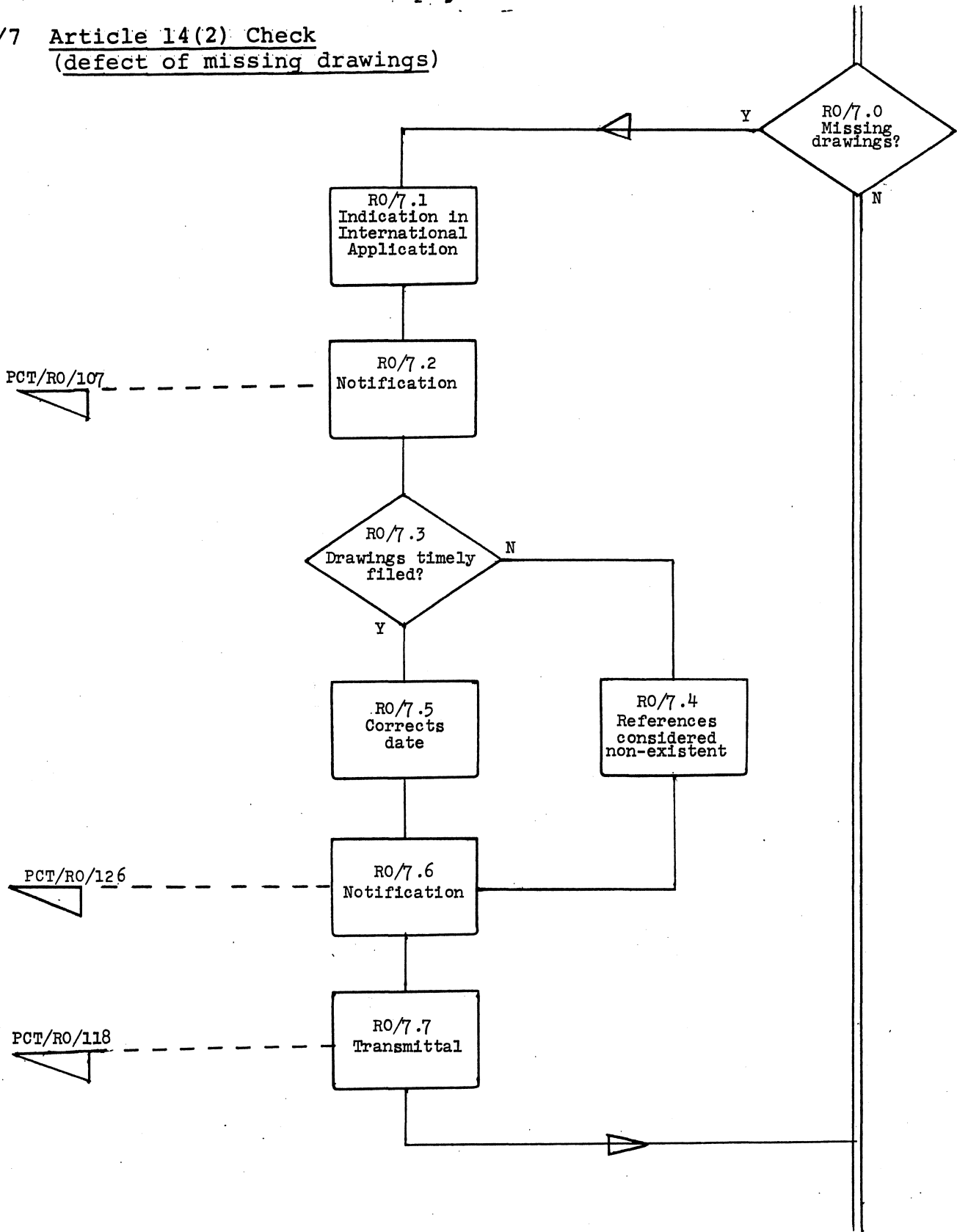
RO/5 Transmittal of Record Copy and Search Copy



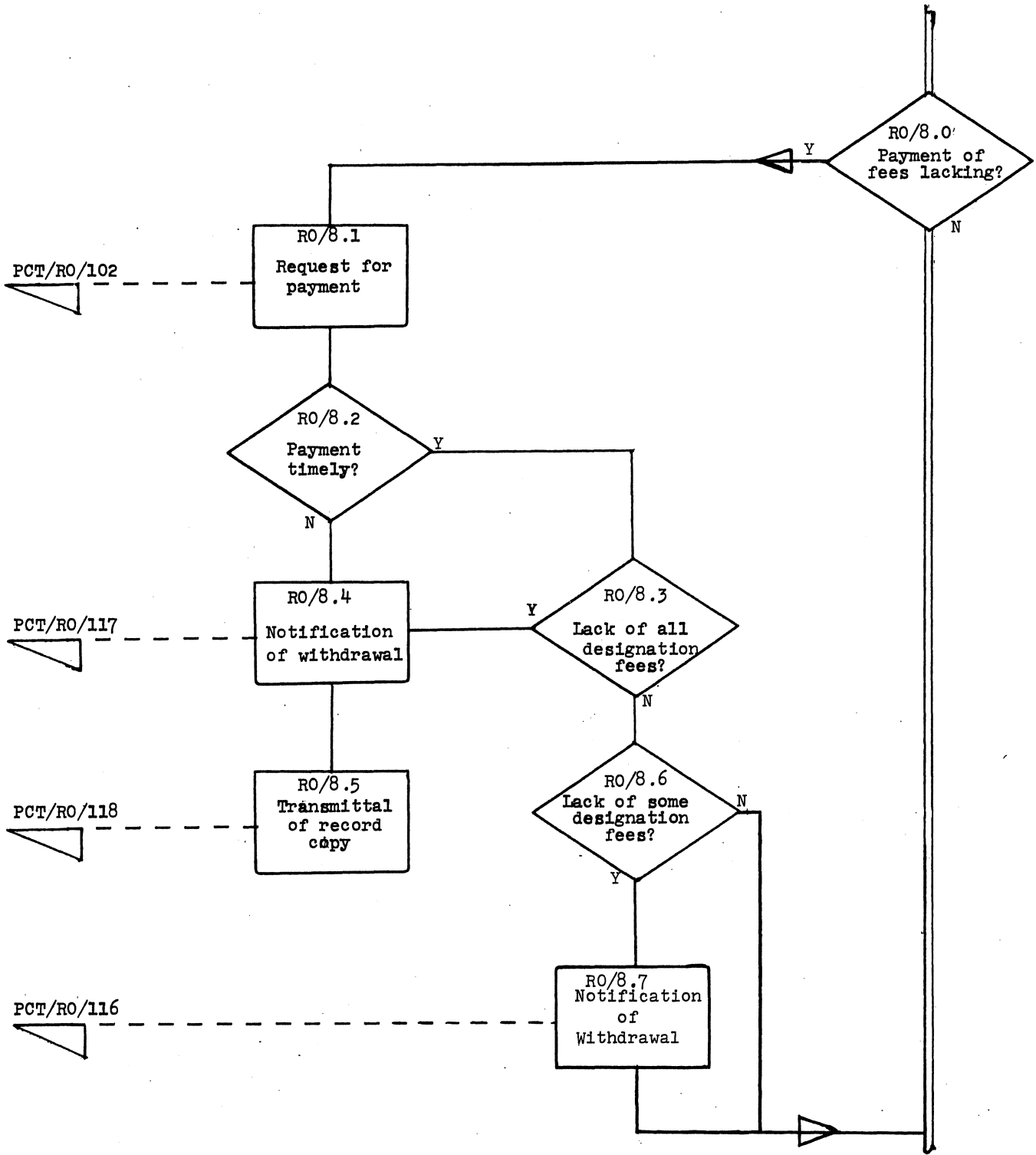
RO/6 Article 14(1) Check (defects in the International Application)

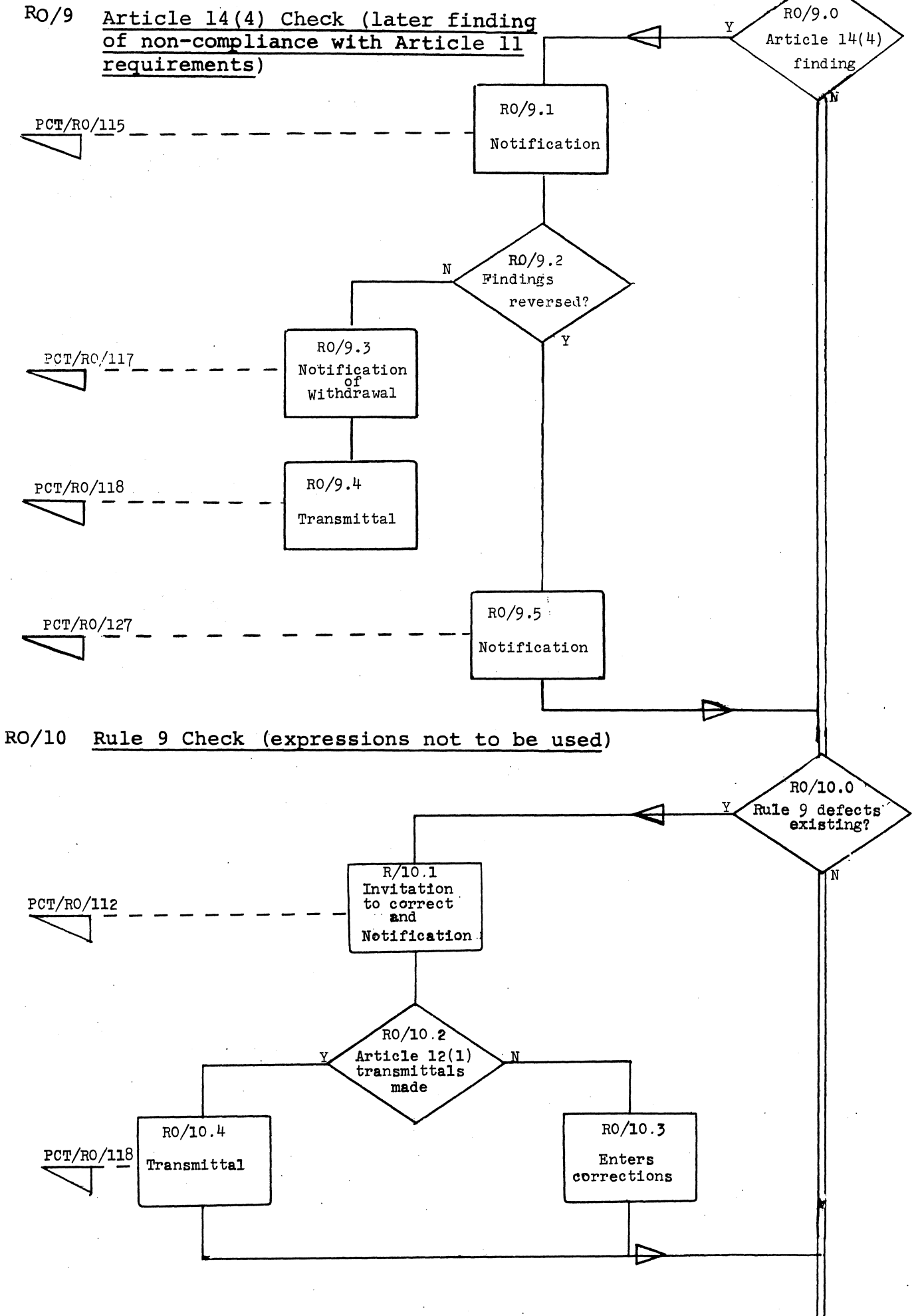


RO/7 Article 14(2) Check
(defect of missing drawings)

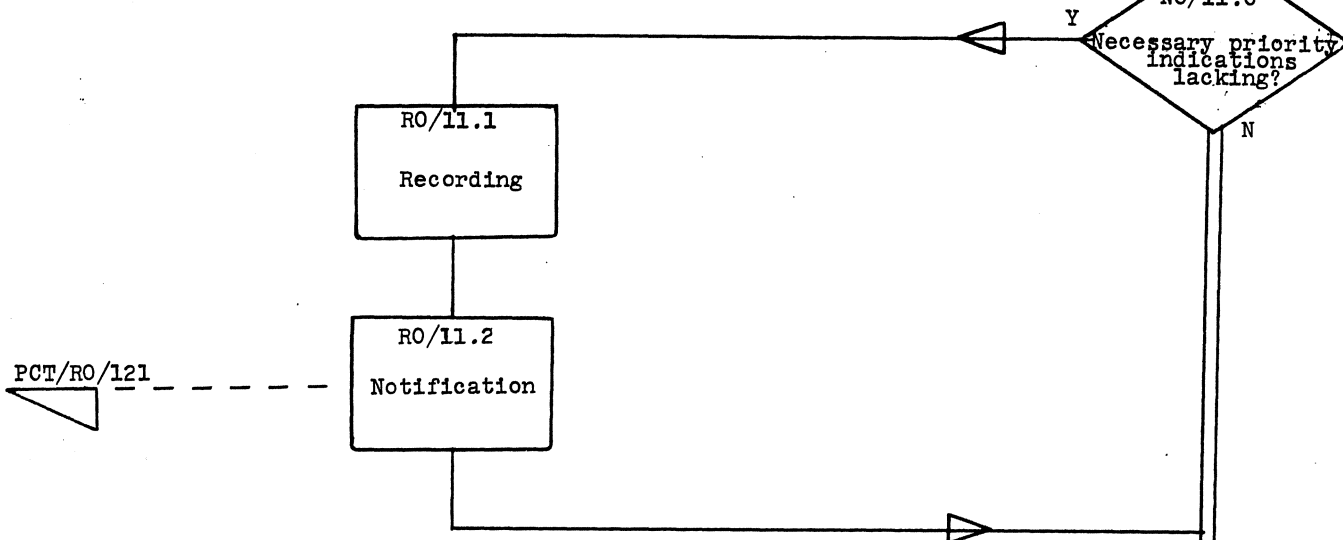


RO/8 Article 14(3) Check (defect
of lack of payment of fees)

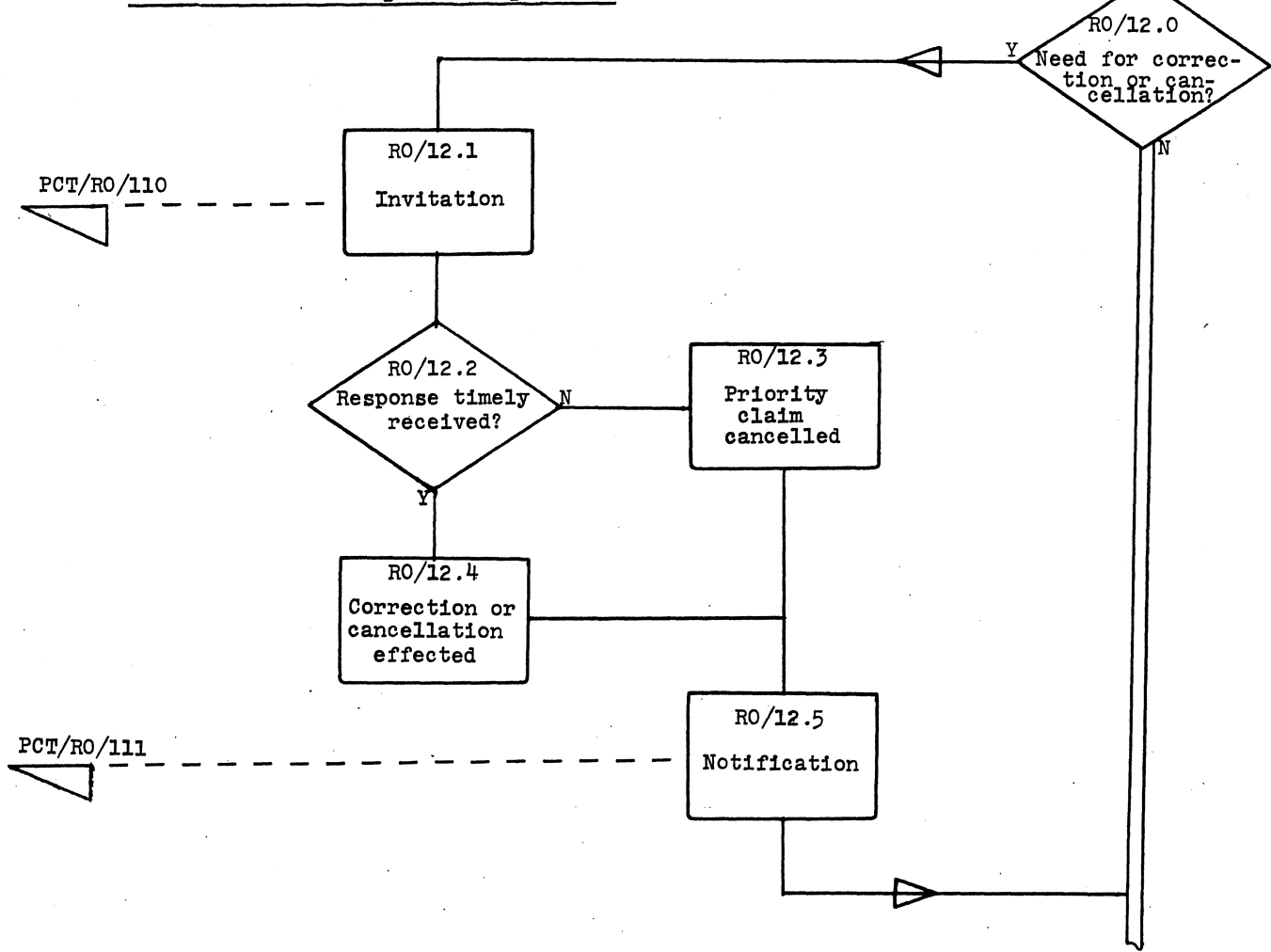




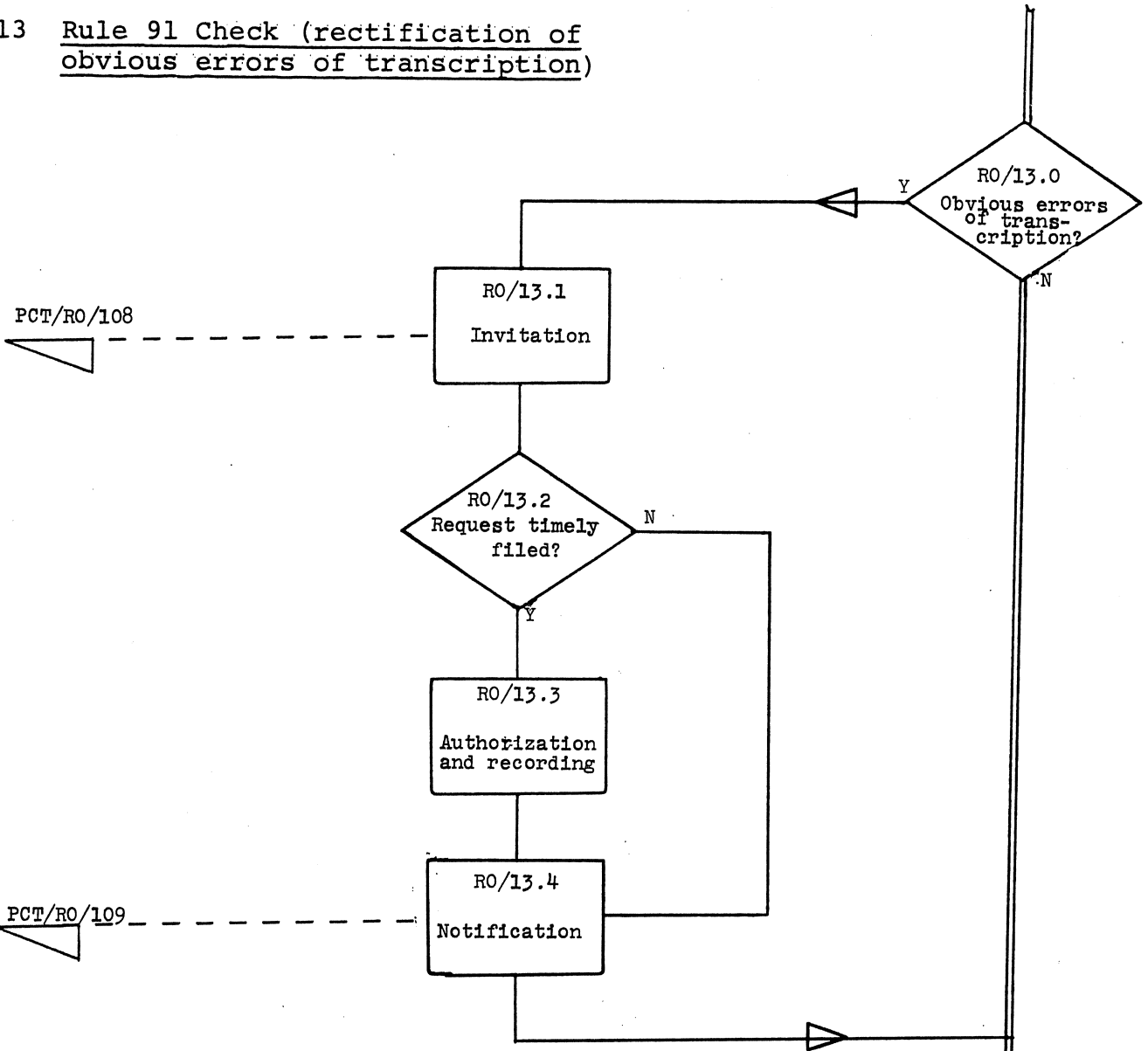
RO/11 Rule 4.10(b) Check (lack of necessary priority indications concerning country or date of filing)



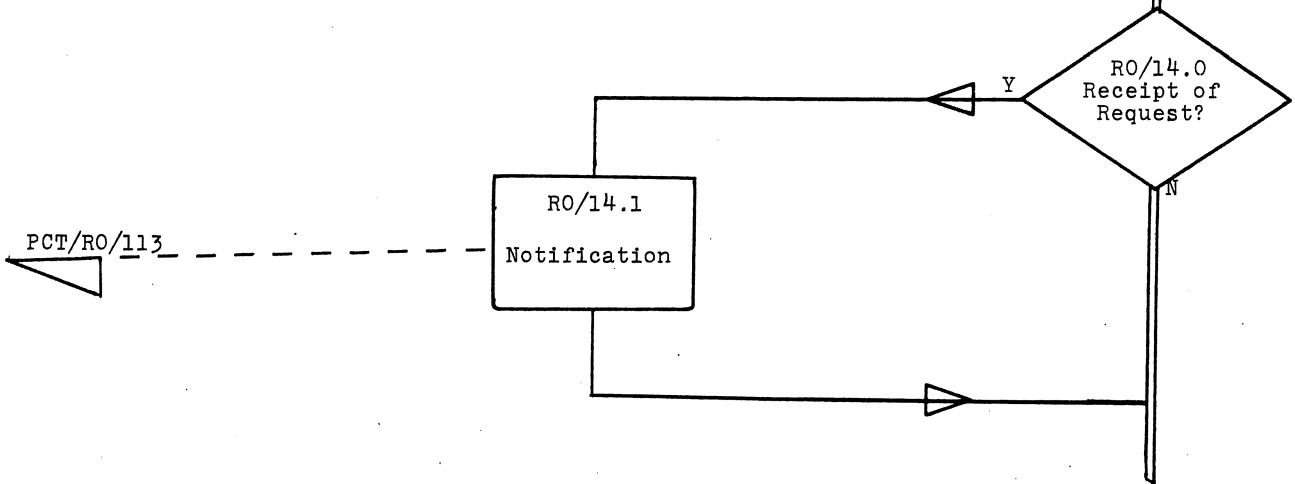
RO/12 Rule 4.10(d) Check (erroneous indication of priority date)



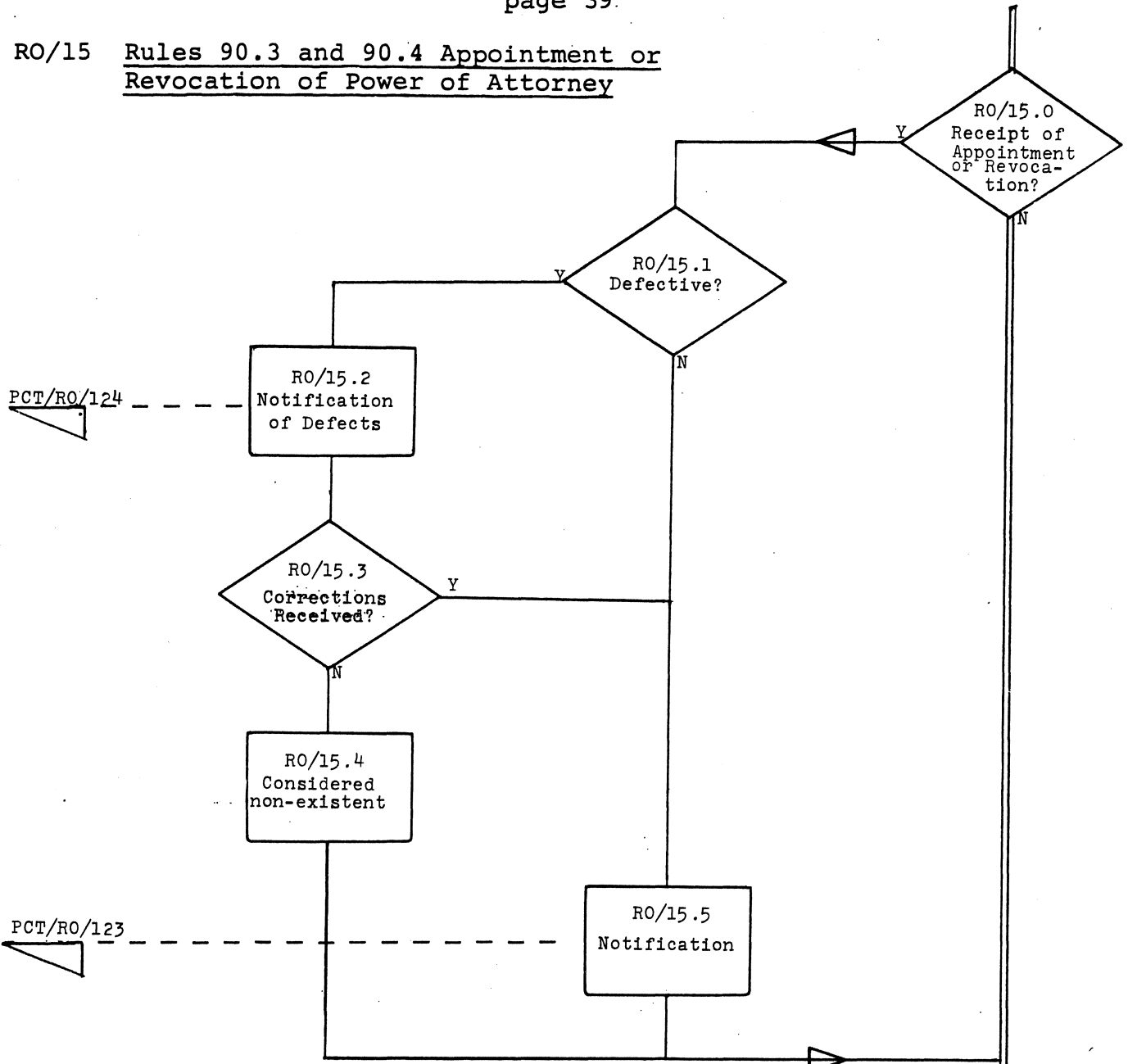
RO/13 Rule 91 Check (rectification of obvious errors of transcription)



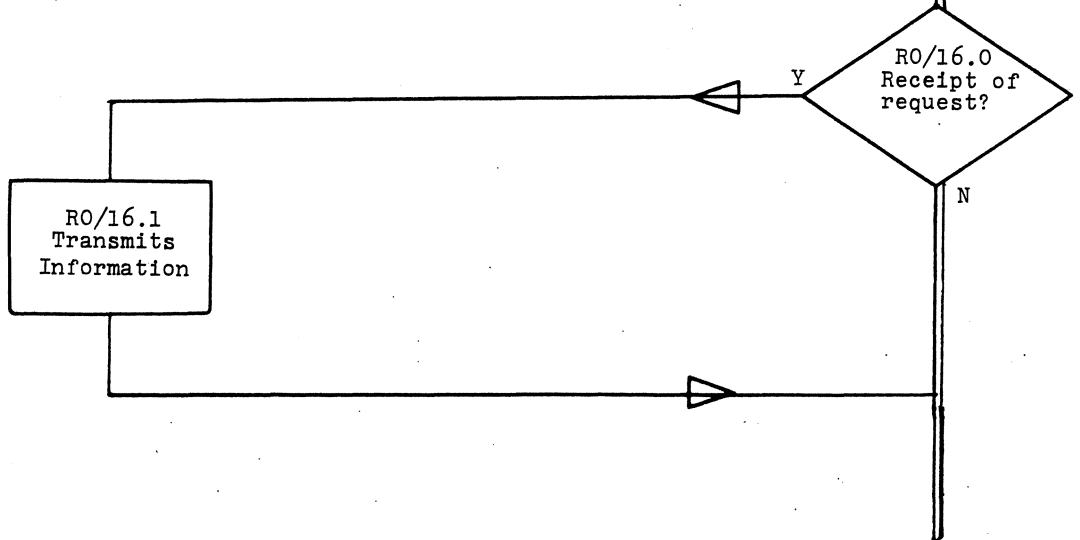
RO/14 Rules 18.5 and 54.4 Request for Change in Person, Name or Address



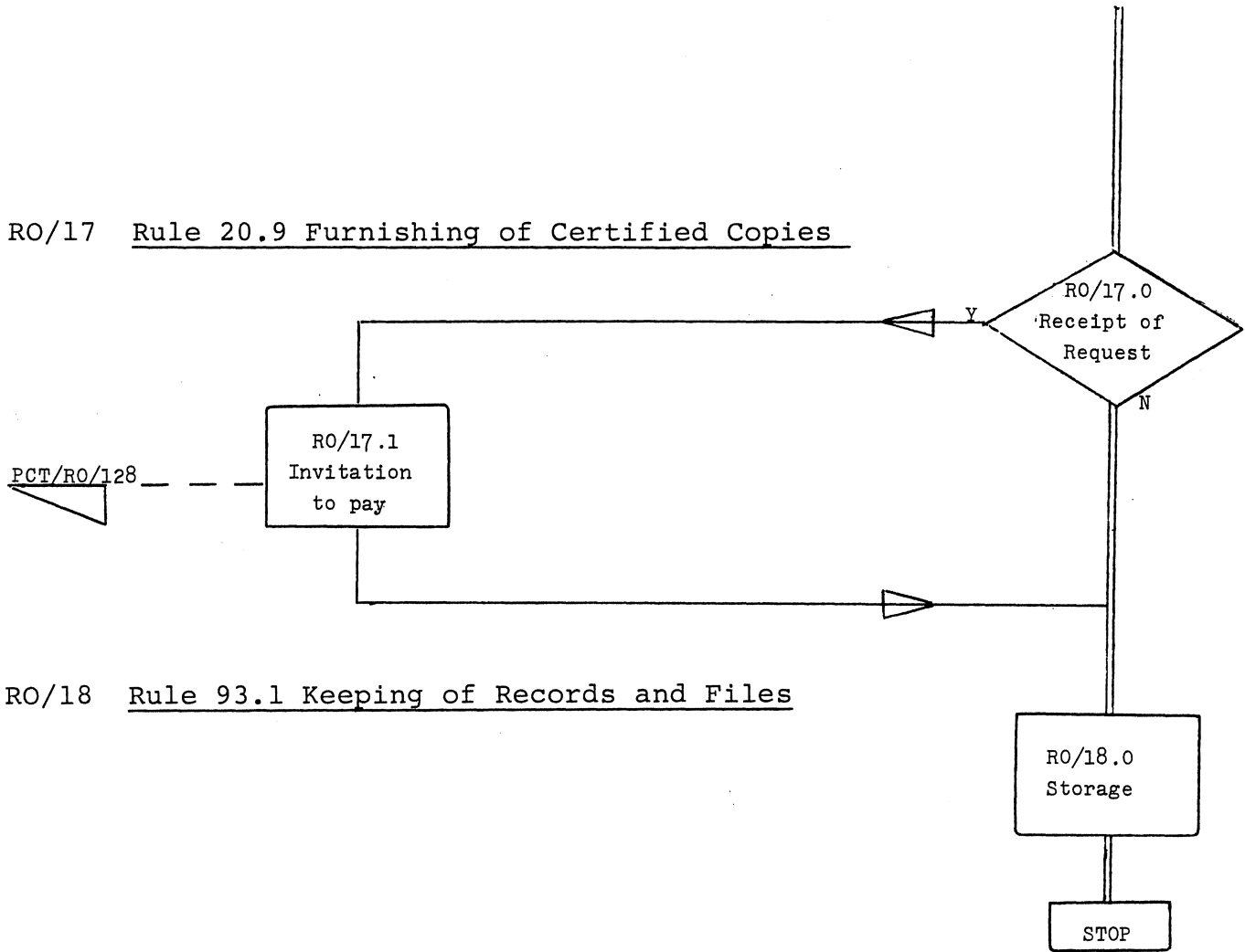
RO/15 Rules 90.3 and 90.4 Appointment or Revocation of Power of Attorney



RO/16 Rule 83 Production of Proof of Right to Practice



RO/17 Rule 20.9 Furnishing of Certified Copies



RO/18 Rule 93.1 Keeping of Records and Files

[End of Document]