



PCT-SAFE – Tips

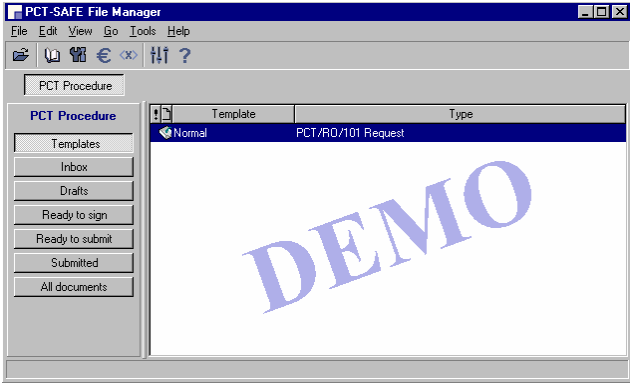
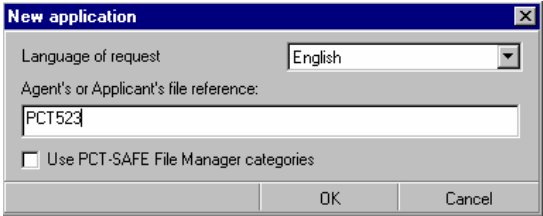
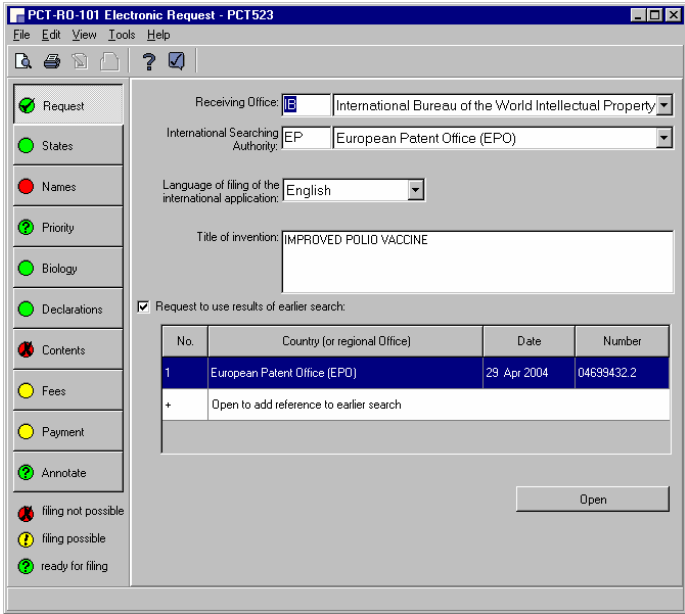


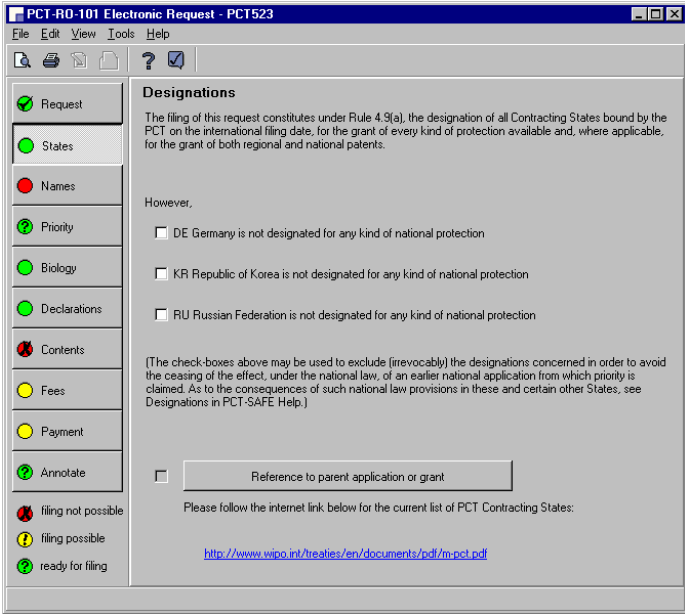
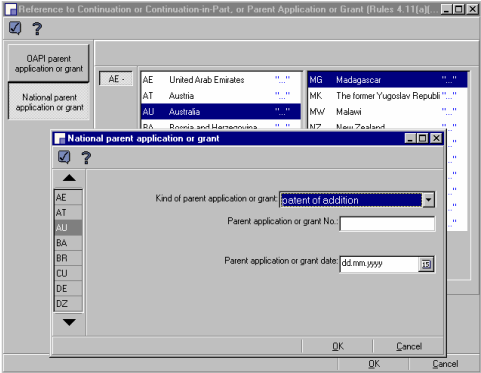
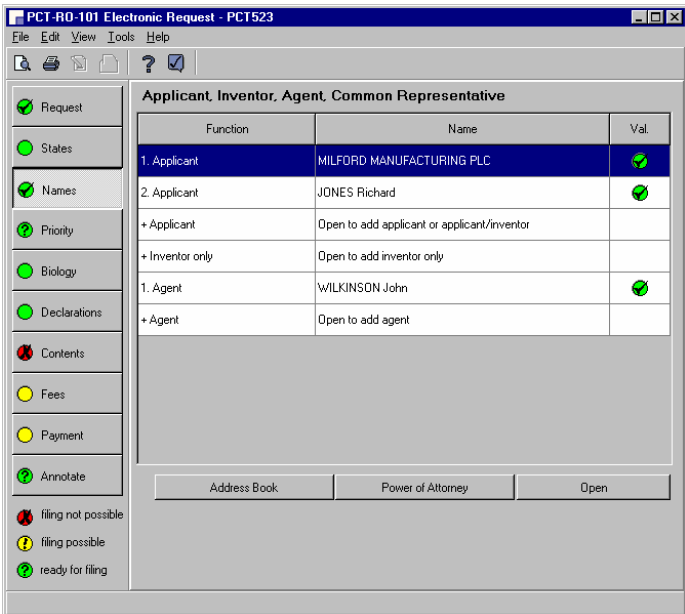
WORLD INTELLECTUAL PROPERTY ORGANIZATION

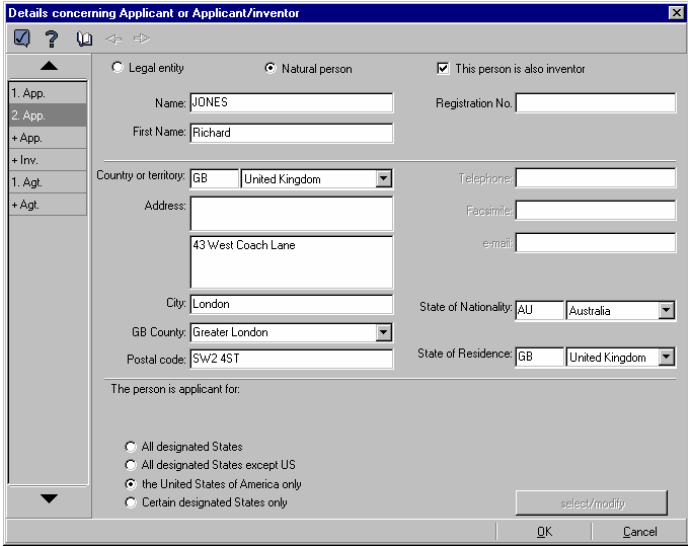
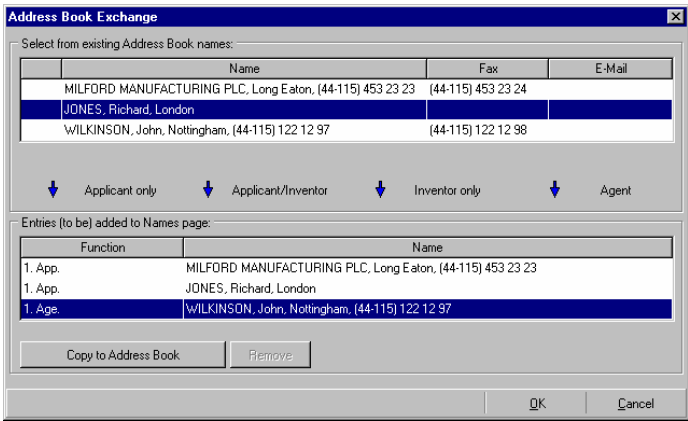
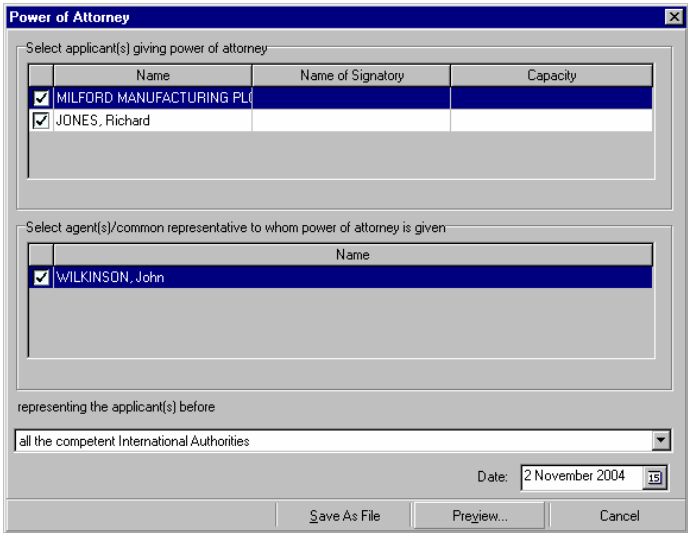
GENEVA

PCT-SAFE– Tips

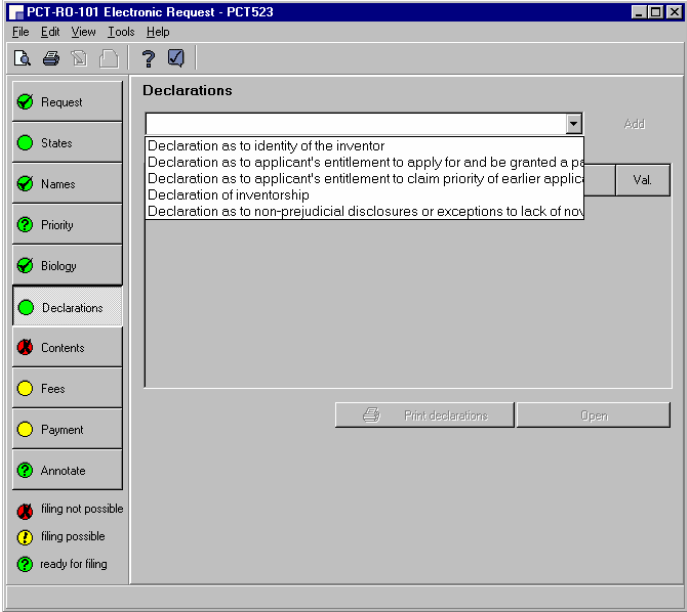
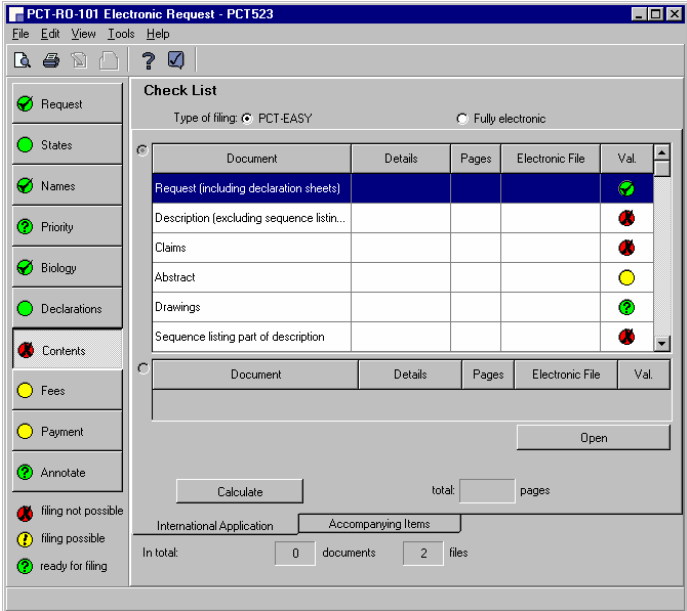
PCT-EASY type filings:

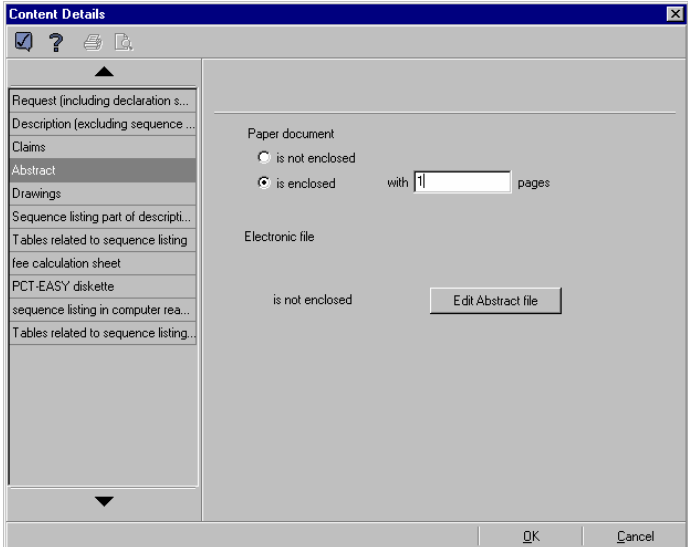
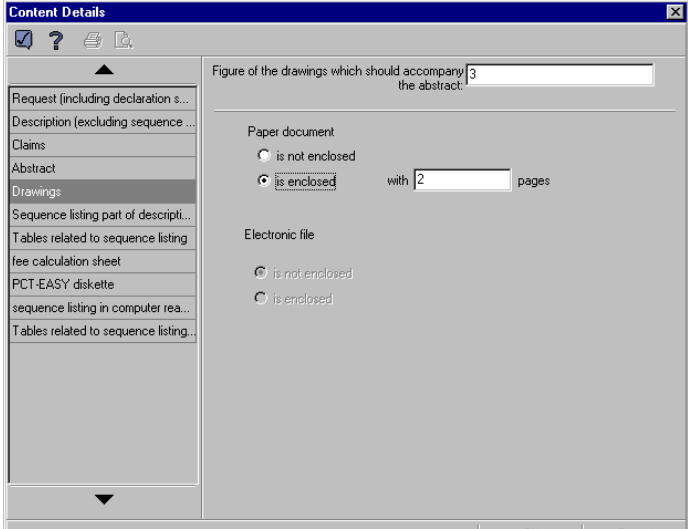
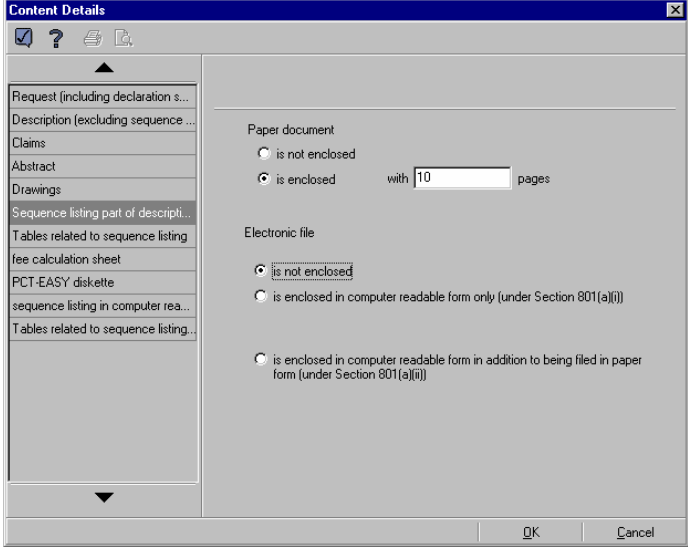
Screen	Tips
 	<p>Use the Normal template to create a new, blank form</p> <p>The Agent’s or Applicant’s file reference is required in order to create the new form.</p>
	<p>On the Request page enter the following indications:</p> <ul style="list-style-type: none"> • receiving Office • International Searching Authority • language of filing of the international application, and • title of invention. <p>If required, it is also possible to indicate the details of an earlier search on the Request page.</p>

Screen	Tips
 	<p>Unless</p> <p>DE, KR or RU is to be excluded from designation,</p> <p>or</p> <p>a type of protection requiring a reference to a parent application or grant is required,</p> <p>it is not necessary to take any action on the States page.</p>
	<p>The Names page is used to indicate the details of</p> <ul style="list-style-type: none"> • Applicant(s) • Applicant/Inventor(s) • Inventor(s) only • Agent(s), Common Representative <p>If more than one Applicant is indicated, it is possible to indicate either (1) an Agent, or (2) a common representative. An address for correspondence may also be indicated.</p>

Screen	Tips																				
 <p>Details concerning Applicant or Applicant/inventor</p> <p><input type="checkbox"/> Legal entity <input checked="" type="checkbox"/> Natural person <input checked="" type="checkbox"/> This person is also inventor</p> <p>Name: JONES Registration No. _____</p> <p>First Name: Richard</p> <p>Country or territory: GB United Kingdom Telephone: _____</p> <p>Address: _____ 43 West Coach Lane _____</p> <p>City: London Telephone: _____ State of Nationality: AU Australia _____</p> <p>GB County: Greater London State of Residence: GB United Kingdom _____</p> <p>Postal code: SW2 4ST</p> <p>The person is applicant for:</p> <p><input type="radio"/> All designated States <input type="radio"/> All designated States except US <input checked="" type="radio"/> the United States of America only <input type="radio"/> Certain designated States only</p> <p>select/modify</p> <p>OK Cancel</p>	<p>To indicate an Applicant/Inventor: create a new entry for ‘Applicant’ and check the ‘This person is also inventor’ checkbox.</p> <p>The first address field is optional and is used to indicate “c/o”, “for the attention of”, an office number, etc.. The second address field should be used to indicate the street address or PO box details.</p> <p>For the purposes of the US designation the applicant(s) should also be inventor. Therefore, a legal entity cannot be applicant for the US.</p>																				
 <p>Address Book Exchange</p> <p>Select from existing Address Book names:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Fax</th> <th>E-Mail</th> </tr> </thead> <tbody> <tr> <td>MILFORD MANUFACTURING PLC, Long Eaton, (44-115) 453 23 23</td> <td>(44-115) 453 23 24</td> <td></td> </tr> <tr> <td>JONES, Richard, London</td> <td></td> <td></td> </tr> <tr> <td>WILKINSON, John, Nottingham, (44-115) 122 12 97</td> <td>(44-115) 122 12 98</td> <td></td> </tr> </tbody> </table> <p>↓ Applicant only ↓ Applicant/Inventor ↓ Inventor only ↓ Agent</p> <p>Entries (to be) added to Names page:</p> <table border="1"> <thead> <tr> <th>Function</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1. App.</td> <td>MILFORD MANUFACTURING PLC, Long Eaton, (44-115) 453 23 23</td> </tr> <tr> <td>1. App.</td> <td>JONES, Richard, London</td> </tr> <tr> <td>1. Age.</td> <td>WILKINSON, John, Nottingham, (44-115) 122 12 97</td> </tr> </tbody> </table> <p>Copy to Address Book Remove</p> <p>OK Cancel</p>	Name	Fax	E-Mail	MILFORD MANUFACTURING PLC, Long Eaton, (44-115) 453 23 23	(44-115) 453 23 24		JONES, Richard, London			WILKINSON, John, Nottingham, (44-115) 122 12 97	(44-115) 122 12 98		Function	Name	1. App.	MILFORD MANUFACTURING PLC, Long Eaton, (44-115) 453 23 23	1. App.	JONES, Richard, London	1. Age.	WILKINSON, John, Nottingham, (44-115) 122 12 97	<p>Clicking on the Address Book button on the Names main page allows the user to either:</p> <ul style="list-style-type: none"> • insert applicant/inventor/agent details into the Names table from the address book, or • copy details to the address book for use at a later date.
Name	Fax	E-Mail																			
MILFORD MANUFACTURING PLC, Long Eaton, (44-115) 453 23 23	(44-115) 453 23 24																				
JONES, Richard, London																					
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 <p>Power of Attorney</p> <p>Select applicant(s) giving power of attorney</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Name of Signatory</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> MILFORD MANUFACTURING PLC</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> JONES, Richard</td> <td></td> <td></td> </tr> </tbody> </table> <p>Select agent(s)/common representative to whom power of attorney is given</p> <table border="1"> <thead> <tr> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> WILKINSON, John</td> </tr> </tbody> </table> <p>representing the applicant(s) before</p> <p>all the competent International Authorities</p> <p>Date: 2 November 2004</p> <p>Save As File Preview... Cancel</p>	Name	Name of Signatory	Capacity	<input checked="" type="checkbox"/> MILFORD MANUFACTURING PLC			<input checked="" type="checkbox"/> JONES, Richard			Name	<input checked="" type="checkbox"/> WILKINSON, John	<p>It is possible to create one or more power(s) of attorney, based on the details entered in the Names main table, by clicking on the Power of Attorney button.</p>									
Name	Name of Signatory	Capacity																			
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<input checked="" type="checkbox"/> JONES, Richard																					
Name																					
<input checked="" type="checkbox"/> WILKINSON, John																					

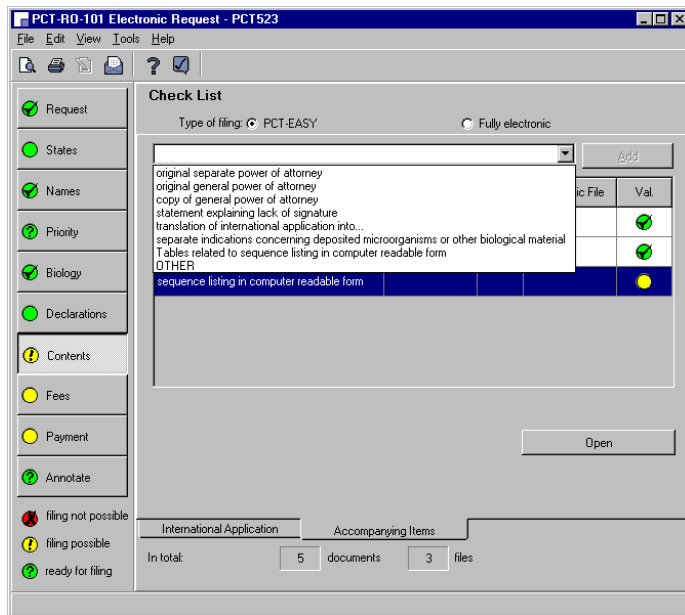
Screen	Tips
	<p>The details of earlier filed national, regional or international patent applications, for which priority is claimed, are indicated on the Priority page.</p> <p>It is also possible, if applicable, to request the receiving Office to prepare and transmit the priority document to the International Bureau by checking the checkbox at the bottom of the Priority Claim details screen.</p>
	<p>The main Biology page can be used to indicate that the application description contains a sequence listing and/or tables relating thereto.</p> <p>Checking the appropriate checkbox(es) will modify the Contents page and allow the user to make the necessary indications relating to the document(s).</p>
	<p>The Biology page can also be used to give details relating to the deposit of microorganisms or other biological material. This is done on the Biology details screen.</p>

Screen	Tips
	<p>Declarations are optional (used for national phase processing). They may be filed at the time of filing, as part of the request form, or after the international application has been filed.</p> <p>Select the appropriate declaration from the pull-down menu, click Add, then double click on the newly added table row to modify the details of the declaration.</p> <p>If the declaration is filed as part of the request form it will be printed during the submission process. 'Print declarations' button becomes active after filing the application, to enable printing the declaration(s) separately from the request.</p>
	<p>Contents PCT-EASY mode</p> <p>If both PCT-EASY and fully electronic modes of filing are accepted by the receiving Office the mode of filing is indicated by selecting the appropriate radio button. If fully electronic filing is not accepted by the receiving Office, only PCT-EASY mode of filing will be available.</p> <p>If the checkbox(es) on the Biology page have been checked, the International Application checklist on the Contents page will indicate the description (excluding the sequence listing) and the sequence listing part of the description (and/or tables related thereto) as separate documents.</p> <p>Use the Calculate button to create the total number of pages. This should be used to recalculate the total if changes are made to the Contents table.</p>

Screen	Tips
	<p>The number of pages of each paper document should be indicated on the details screen. Only the Abstract text should be included in Electronic format. This is done by typing the Abstract text in the Abstract Editor (click on 'Edit Abstract file' to access the Editor).</p> <p>The text of the abstract may be typed directly into the Editor or copy/pasted from the original word processing document (e.g. Word document).</p>
	<p>Please use the printout created using the word processing software (e.g. Word document) as the paper copy for submission, and not the printout of the abstract generated by PCT-SAFE.</p> <p>If the application contains drawings it is possible to indicate the figure of the drawings which should accompany the abstract for international publication, in the field on the details screen.</p> <p>If the application contains a sequence listing:</p> <ul style="list-style-type: none"> • if the sequence listing, as part of the international application, is filed in paper format only (i.e. the electronic file is not enclosed) the pages are counted as paper document pages • if the sequence listing, as part of the international application, is filed in electronic form instead of/in addition to paper form, an additional component fee (400 x fee per sheet over 30) is charged irrespective of the size of the document.
	<p>Therefore, if the sequence listing part of the description is less than 400 pages, it is worth filing it in paper form only.</p> <p>The sequence listing in electronic form as part of the international application should not be confused with the sequence listing in electronic form submitted as an accompanying item for the purposes of international search.</p>

Screen

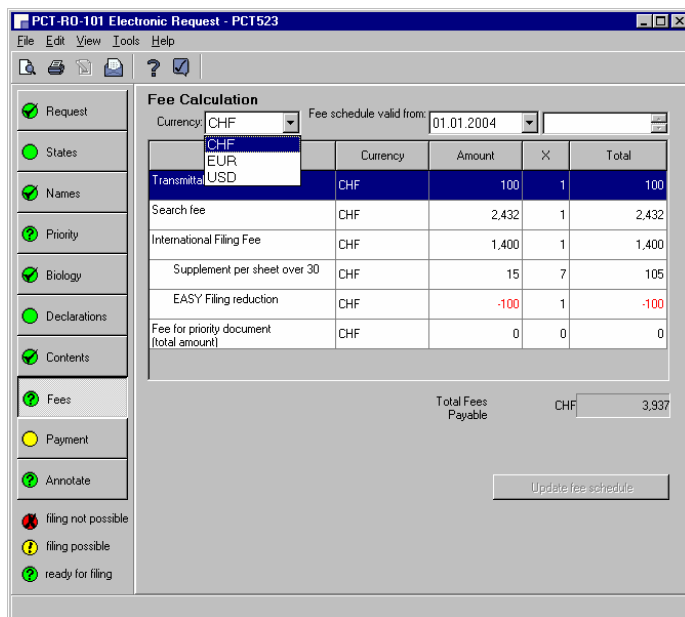
Tips



Accompanying items – that will be submitted at the time of filing – can be selected from the pull-down menu on the **Contents**, Accompanying items page.

If a power of attorney has been created using the details on the **Names** page it will be necessary to add the power of attorney to the accompanying items list if it is to be filed at the time of filing. This item is not automatically added for PCT-EASY type filings.

Note: the indication of the accompanying item ‘sequence listing in electronic form’ on the Accompanying items page is for the purpose of international search **ONLY** (i.e. not as part of the international application). This item, as an accompanying item, does not affect the fee calculation.

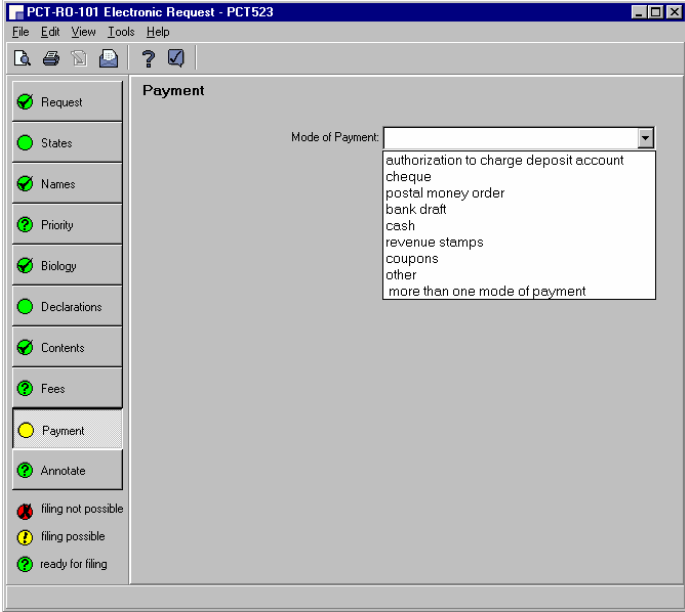
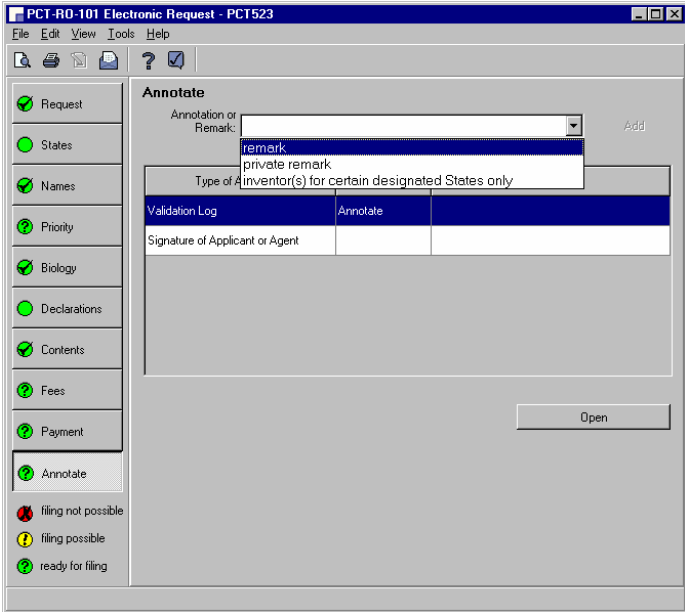


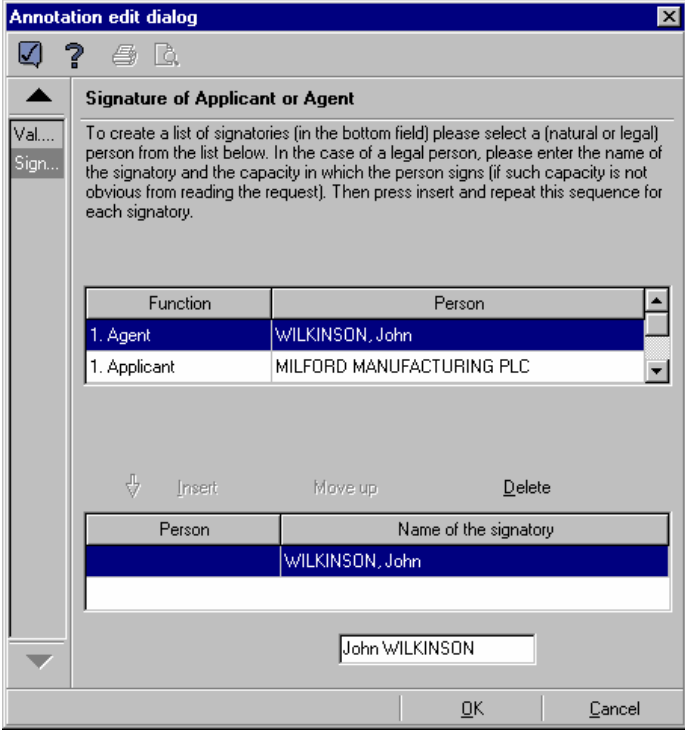

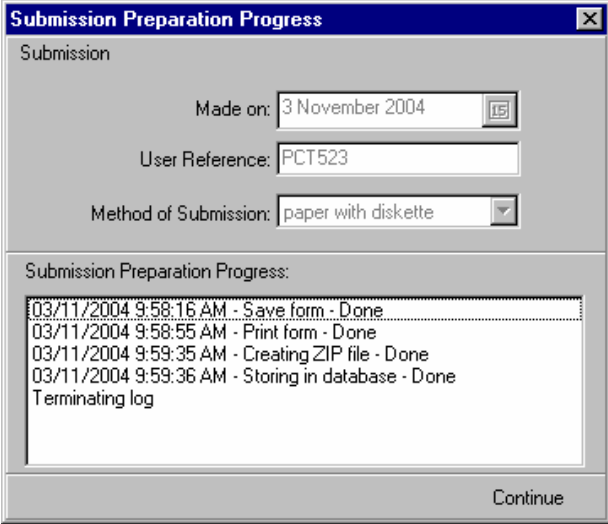
On the **Fees** page fee amounts can be entered manually or by using a predefined fee schedule.

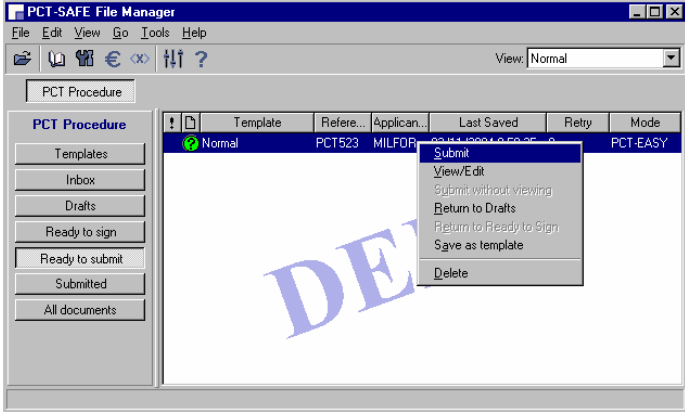
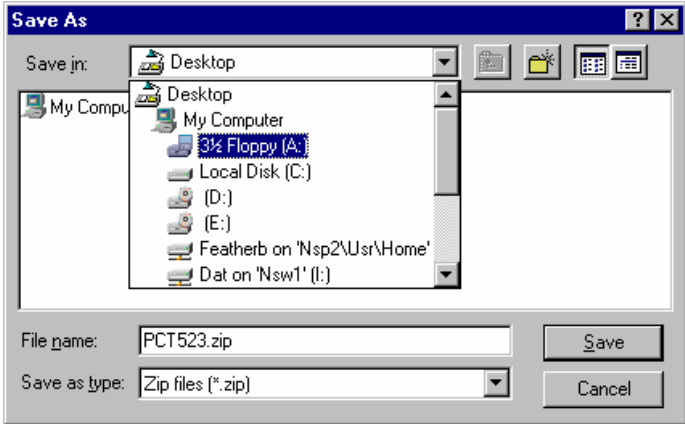
Predefined fee schedules will only be available if the RO and ISA have been indicated on the **Request** page.

The appropriate fee reduction will be automatically calculated based on the information indicated on the **Contents** page.

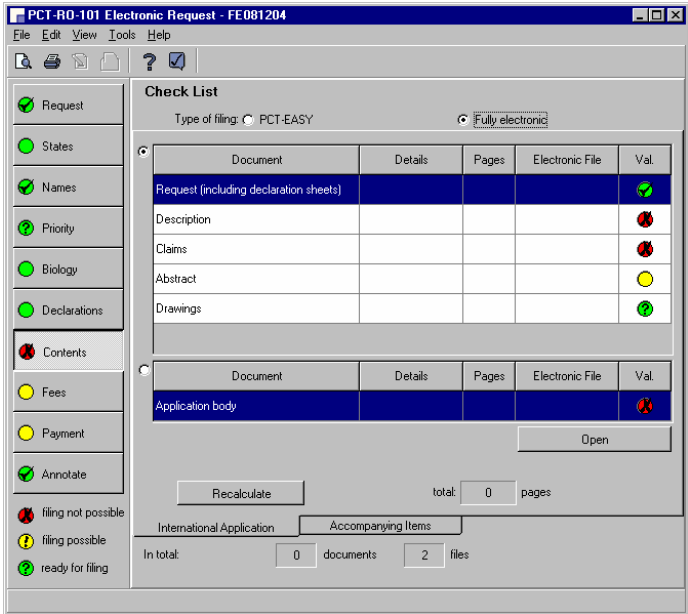
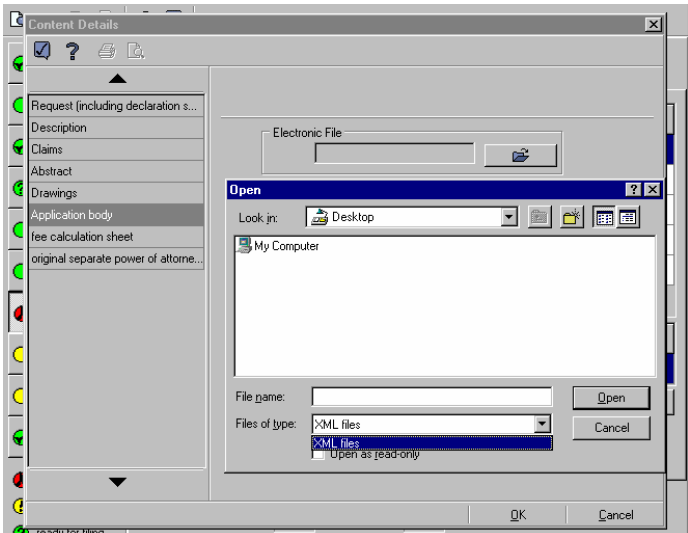
Once the fee schedule is six months old a validation message will automatically appear requesting the user to check to see if the fees are the latest amounts. It is possible that the fee amounts have not changed and that the fee schedule is still valid. In which case the message may be disregarded. Please check with the RO or the PCT-SAFE Help Desk for the most recent fee amounts.

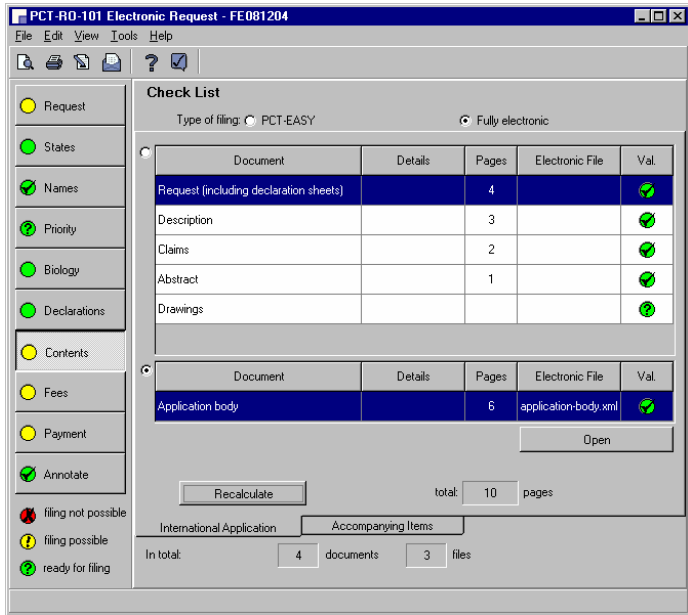
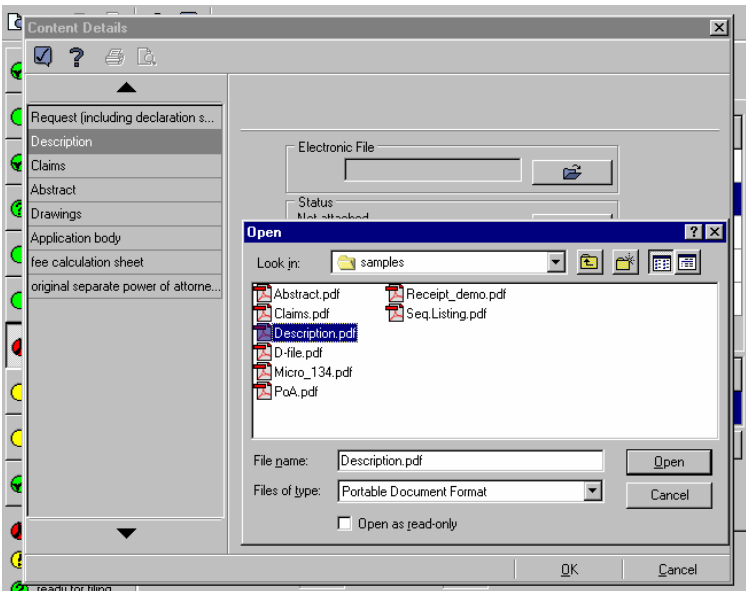
Screen	Tips
	<p>Please check with the RO with which the application is to be filed to find out which modes of Payment are accepted.</p> <p>If authorizing the RO to charge a deposit account please ensure that a valid deposit account exists with the chosen RO and that the authorized officer signs the authorization to charge the deposit account at the bottom of the fee calculation sheet.</p>
	<p>On the Annotate page it is possible to create a Remark. This is printed at the beginning of the validation log and submitted to the RO. This is used for any indications that cannot be made on one of the other pages (“supplemental sheet”).</p>

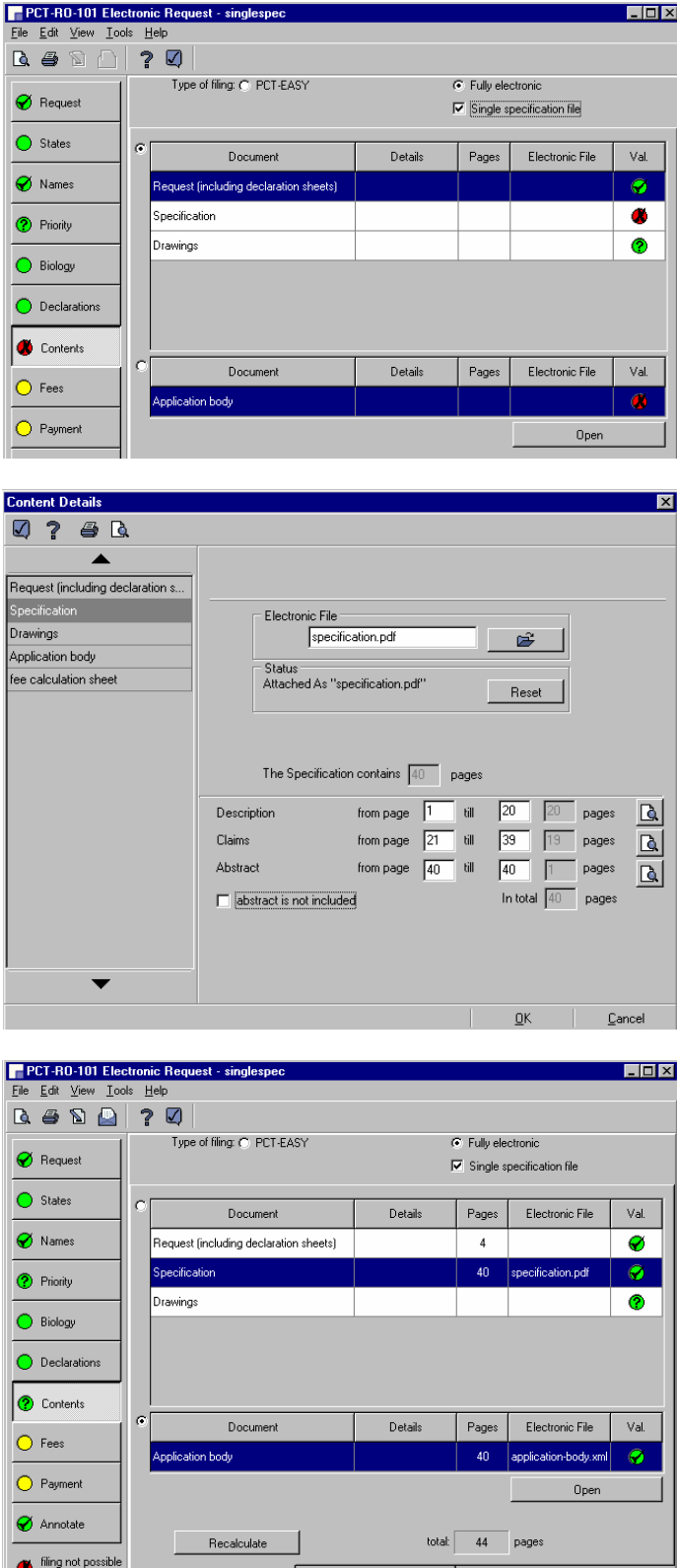
Screen	Tips
	<p>For a PCT-EASY type filing it is recommended to indicate the name(s) of the signatory(ies) on the Annotate page before starting the submission process.</p> <p>The signatory details may be modified during the submission process but this may modify the number of pages of the request, which may also affect the fee calculation.</p>
	<p>The draft form may be previewed or printed at any time, by clicking on the appropriate button at the top of the form screen.</p> <p>However, the printout created during the submission process (“Original for submission”) should be used for filing the application.</p>
	<p>To launch the submission process select File>Save as ready for submission.</p> <p>Follow the instructions on the screens.</p> <p>During the submission process the “Original for submission” of the PCT-EASY request form will be printed. Once the submission procedure is complete click ‘continue’ in order to create the PCT-EASY diskette. Clicking ‘continue’ will move the form to the Ready to submit folder.</p>

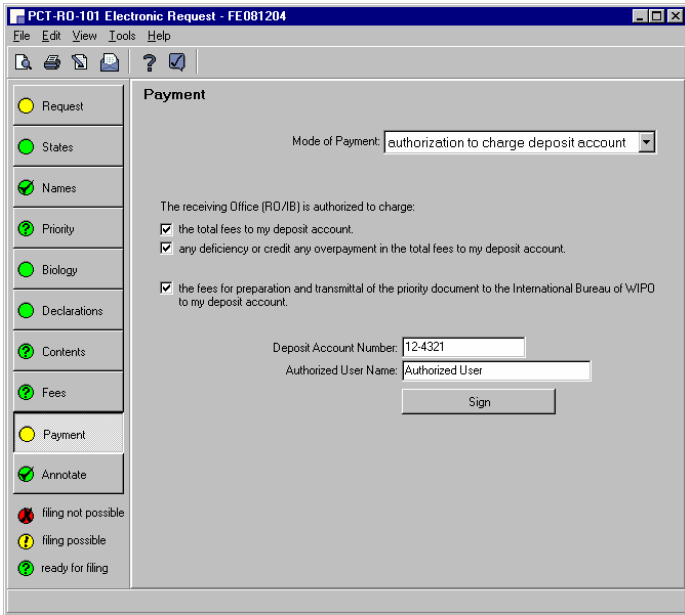
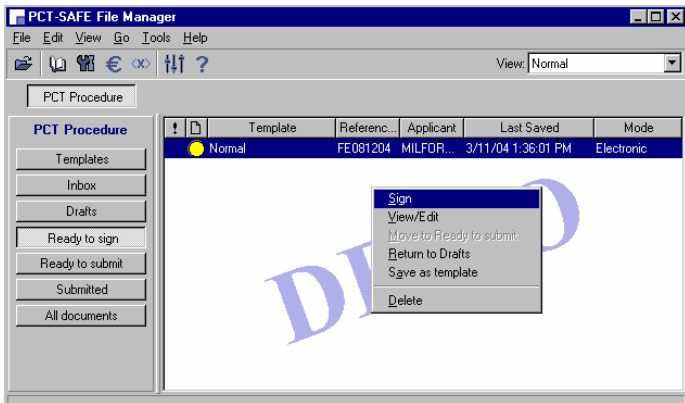
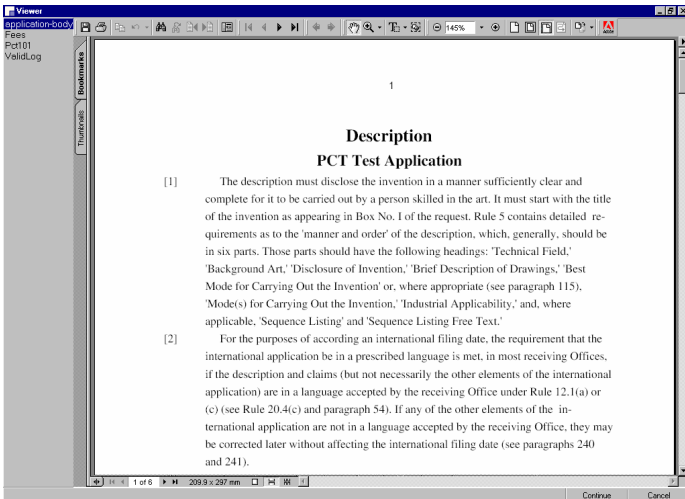
Screen	Tips
	<p>In addition to being able to complete the submission of the PCT-EASY type filing (by saving the form and abstract data to diskette for mailing with the paper documents to the RO) it is possible to:</p> <ul style="list-style-type: none"> • view the form (read only) • return the form to Draft status (to make modifications and resubmit) • save the form as a template for future use
	<p>By selecting ‘Submit’ the software will automatically attempt to save the selected form to the a:\ diskette drive. If this drive is not available (or there is no diskette in the drive), click Cancel to open a Save As window then choose the destination drive to where the form should be saved.</p> <p>Once the form has been saved to diskette the application is moved to the ‘Submitted’ folder.</p>

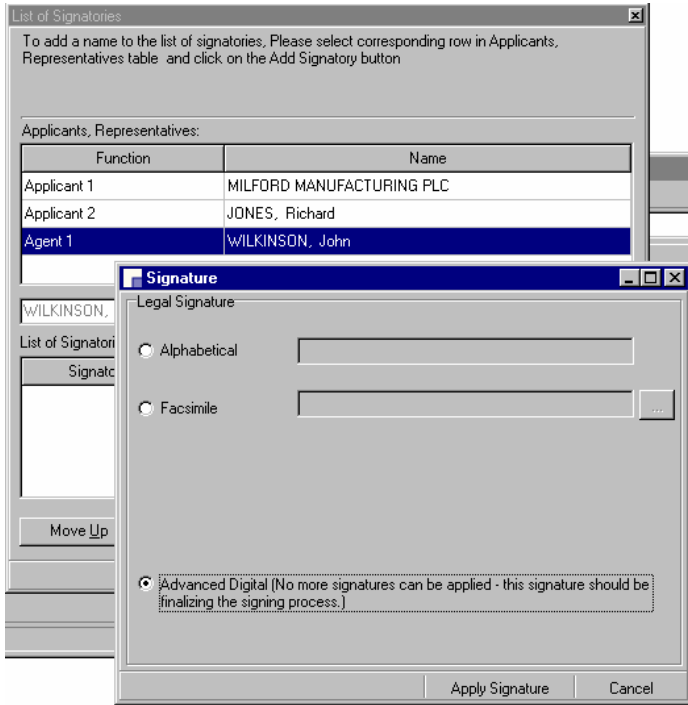
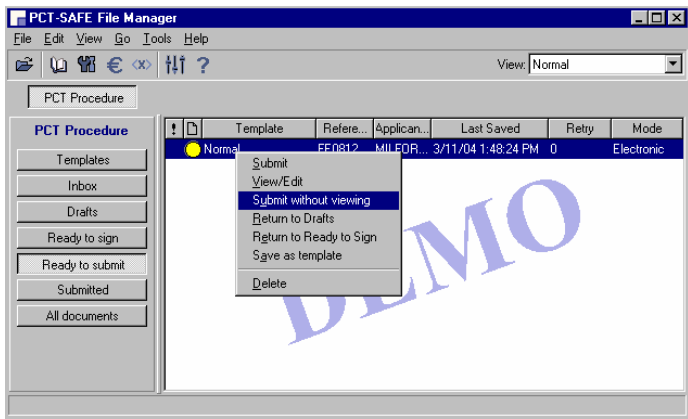
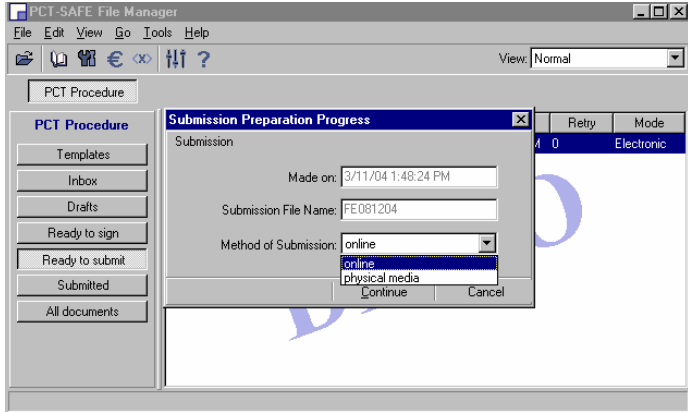
Variation for **fully electronic** type filings:

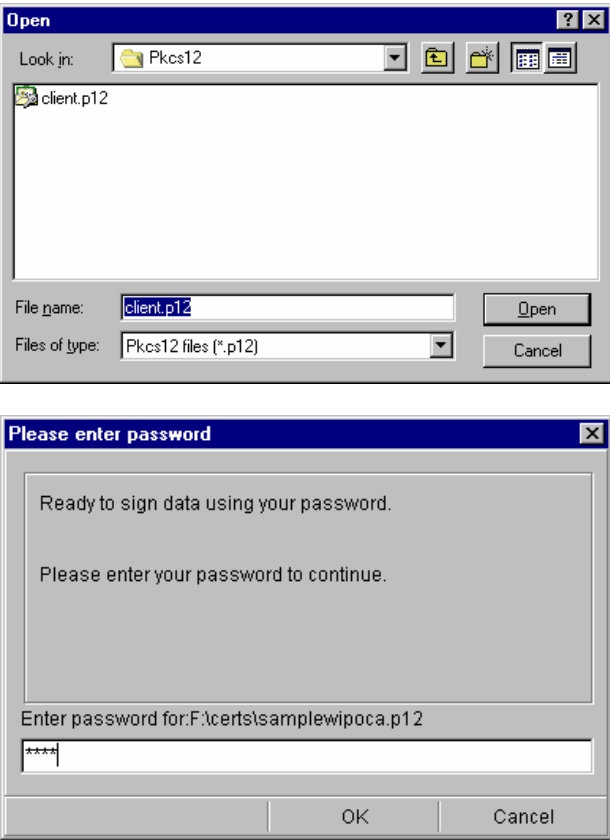
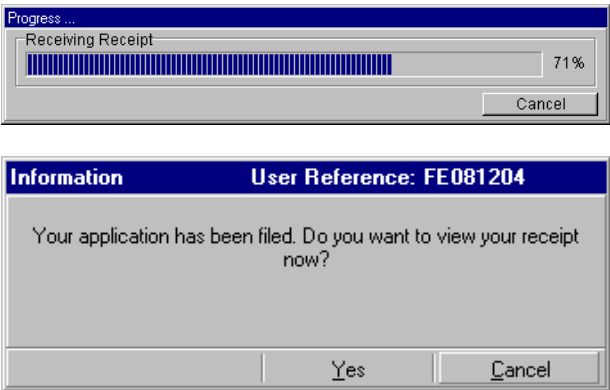
Screen	Tips
	<p>Contents fully electronic mode</p> <p>The radio button 'fully electronic' is selected.</p> <p>The electronic application documents can be attached as either:</p> <p>separate image (e.g. pdf) documents</p> <p>or</p> <p>as a single xml application body document</p>
	<p>Double click on the 'application body' item in the Contents table.</p> <p>On the details screen browse for the application body xml document, select then click Open.</p> <p>It will only be possible to attach xml files.</p>

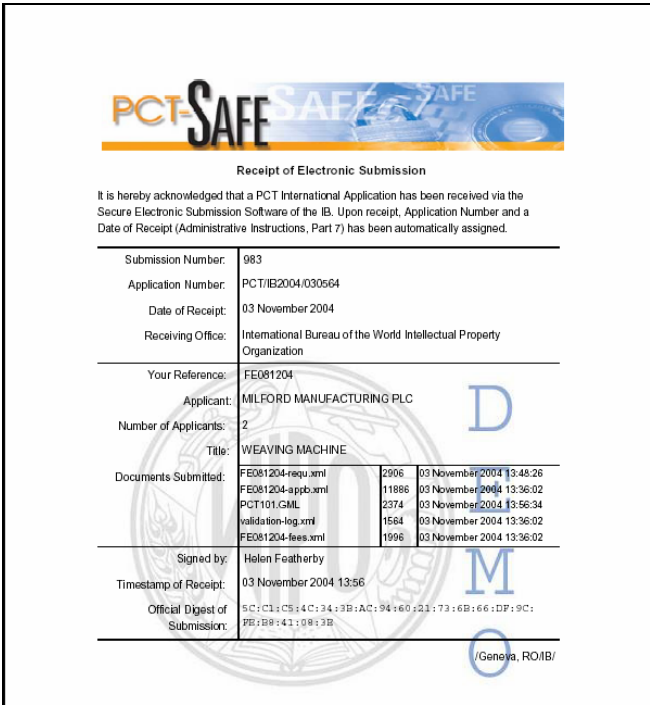
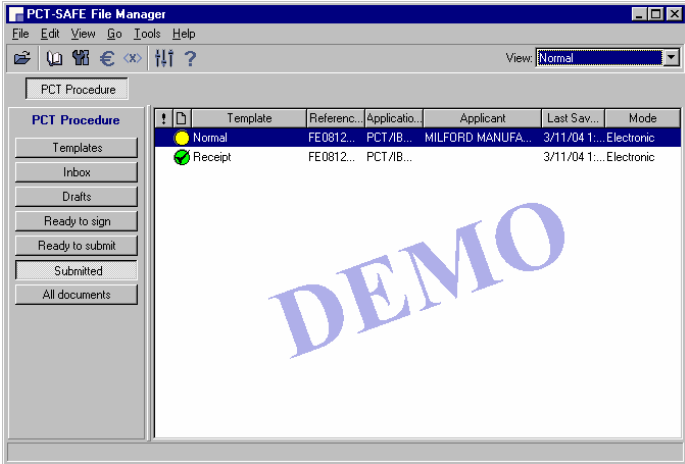
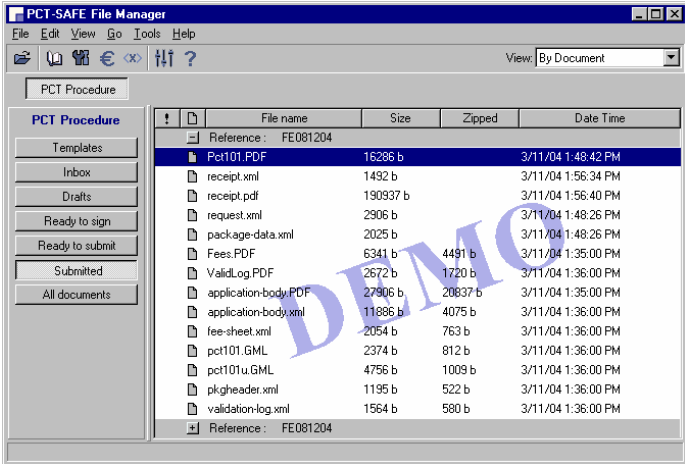
Screen	Tips
	<p>The total number of pages will appear on the details screen. On the Contents table the number of pages for each of the sections of the application body (description, claims, abstract and drawings, if any) will automatically be calculated and completed.</p>
	<p>To attach separate image (e.g. pdf) documents for the description, claims, abstract and drawings, double click on the Contents table row corresponding to the application document.</p> <p>On the details screen use the browse button to find the document, select the document and click Open to attach it to the application.</p> <p>Proceed as above until all of the required documents have been attached.</p> <p>An application body xml file will automatically be created containing all of the elements of the application (request form, specification text documents, drawings).</p> <p>Note: the file types will be limited to those permitted under Annex F of the Administrative Instructions Under the PCT and which are accepted by the chosen RO.</p>

Screen	Tips
 <p>The screenshots illustrate the process of attaching a specification and application body to a PCT request. The first screenshot shows the initial setup for a 'Fully electronic' filing with a 'Single specification file'. The second screenshot shows the 'Content Details' dialog for the 'Specification' document, where the user has attached 'specification.pdf' (40 pages) and specified page ranges for Description (1-20), Claims (21-39), and Abstract (40-40). The third screenshot shows the updated main window where the 'Application body' document (40 pages) is added, and an 'application-body.xml' file is attached to it. The total page count is now 44.</p>	<p>Some ROs also allow the user to attach a single specification document in pdf format (this contains the description, claims and abstract, if any, only). The drawings are attached as a separate document.</p> <p>On the main Contents screen select the ‘Fully Electronic’ option, then check the ‘Single Specification’ checkbox if it is available.</p> <p>On the details screen use the browse button to find the document, select the document and click Open to attach it to the application.</p> <p>Then indicate in the appropriate fields the number of pages of each of the parts of the application. If the application does not contain an abstract check the ‘abstract is not included’ checkbox.</p> <p>Once the specification has been attached the drawings, if any, may be attached as a separate document.</p> <p>An application body xml file will automatically be created containing all of the elements of the application (request form, specification, drawings).</p>

Screen	Tips
	<p>If the method of payment selected is ‘authorization to charge deposit account’ the authorization which appears on the fee calculation sheet will need to be signed using a ‘basic’ digital signature.</p> <p>The name of the authorized user should be indicated in order to activate the Sign button.</p> <p>Click on the Sign button and add either an alphabetical signature (e.g. /authorized user/) or a facsimile signature (i.e. an ink signature that has been scanned and saved as a tiff image file).</p>
	<p>Selecting the Sign option will open the application documents in the pdf viewer. This allows the user to see what the application documents would look like if printed. It also allows the user to check the request form data again before proceeding.</p>
	<p>After viewing the application, click on Continue to add the signatory details and signature(s).</p>

Screen	Tips
	<p>The type of digital signature used will depend on (a) the ROs requirements and (b) the mode of filing.</p> <p>If the mode of filing is ‘physical media’ an advanced digital signature may not be required.</p> <p>If the mode of filing is ‘online’ an advance digital signature may not be required on the request form, but will be required in order to submit the application to the RO server.</p> <p>Only one advanced digital signature can be applied to the request form, and should be applied last if there are multiple signatories.</p>
	<p>Once it has been signed, the application can be submitted. If ‘Submit’ is selected the application is rendered in the pdf viewer again (this may take several minutes). If ‘Submit without viewing’ is selected, the submission process is launched without further rendering of the application documents.</p>
	<p>During the submission preparation it is possible to change the method of submission of the fully electronic application.</p> <p>Note: this is only possible if the RO has specified that it will accept both online and physical media filings.</p>

Screen	Tips
 <p>The first screenshot shows an 'Open' dialog box with the 'Look in:' field set to 'Pkcs12'. A file named 'client.p12' is listed. The 'File name:' field contains 'client.p12' and the 'Files of type:' dropdown is set to 'Pkcs12 files (*.p12)'. The second screenshot is a 'Please enter password' dialog box with the text: 'Ready to sign data using your password. Please enter your password to continue.' Below this is a password input field with the label 'Enter password for:F:\certs\samplewipoca.p12' and 'OK' and 'Cancel' buttons.</p>	<p>An advanced digital certificate is required in order to submit an application to the RO server via secure internet link.</p> <p>If only basic digital signatures were used to sign the request form, the advanced digital certificate used to create the secure internet link with the RO server will also be used to sign the fully electronic application package.</p>
 <p>The third screenshot is a 'Progress...' dialog box titled 'Receiving Receipt' with a progress bar at 71% and a 'Cancel' button. The fourth screenshot is an 'Information' dialog box with the title 'User Reference: FE081204' and the text: 'Your application has been filed. Do you want to view your receipt now?' with 'Yes' and 'Cancel' buttons.</p>	<p>A progress bar will indicate the status of the transmission of the application.</p> <p>If the fully electronic application is successfully received by the RO server a receipt will be sent to the user at the end of the transmission. This receipt will contain the international application number and international filing date.</p>

Screen	Tips
	<p>The receipt can be viewed in the pdf viewer, from where it can be printed or saved as a pdf file outside the PCT-SAFE database.</p>
	<p>The submitted application and the corresponding receipt (if the application has been filed in fully electronic form, online) are available in the ‘Submitted’ folder.</p>
	<p>In the View ‘by document’ it is possible to view the files contained in the application package. Pdf format documents can be opened in the pdf viewer, printed and saved outside the PCT-SAFE database.</p>