



Using PCT-SAFE for e-filing with RO/CA



WORLD INTELLECTUAL PROPERTY ORGANIZATION

GENEVA

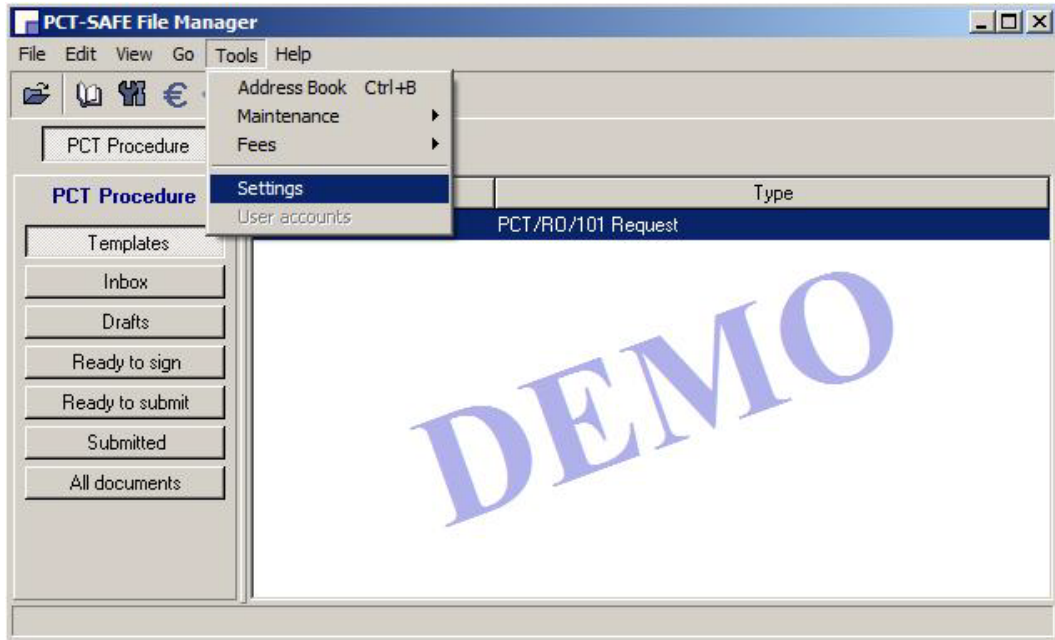
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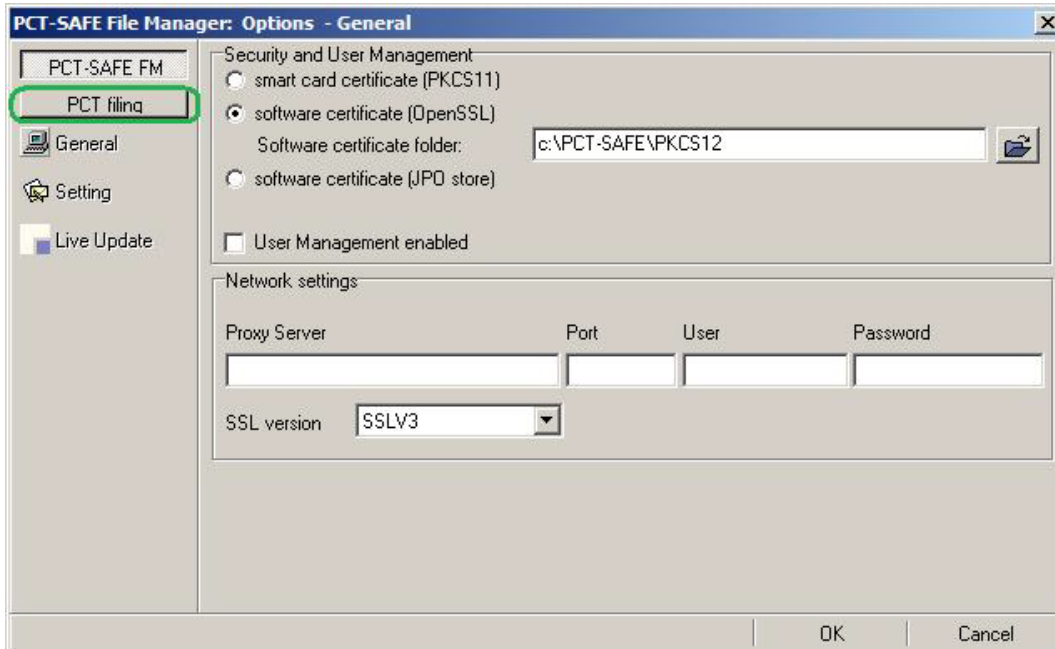
PCT-SAFE settings for fully electronic filing with RO/CA

In order to have the fully electronic filing mode available in PCT-SAFE you will need to modify the PCT-SAFE default filing settings as follows.

In the File Manager select Tools>settings

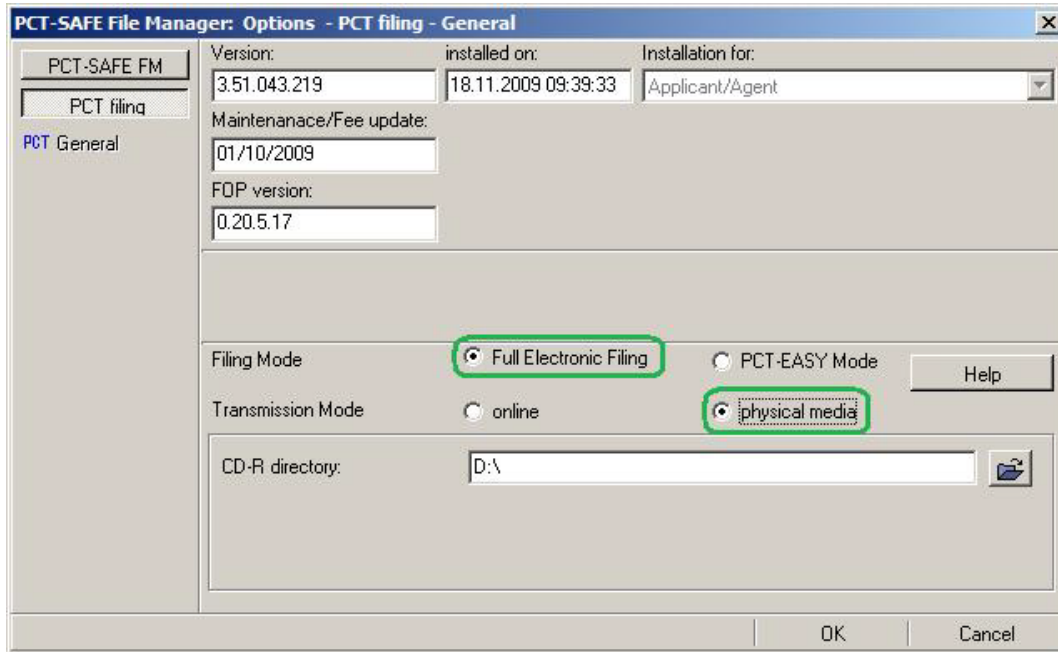


Then click on the **PCT filing** button.



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The default **Full Electronic Filing** setting is 'online', select '**physical media**'.



Click on OK to save this change. You will get a warning message telling you that you will need to restart PCT-SAFE for the new settings to take effect. Click OK to close the message. This will take you back to the File Manager. Close and restart PCT-SAFE.

Attaching the ‘pre-conversion format’ documents

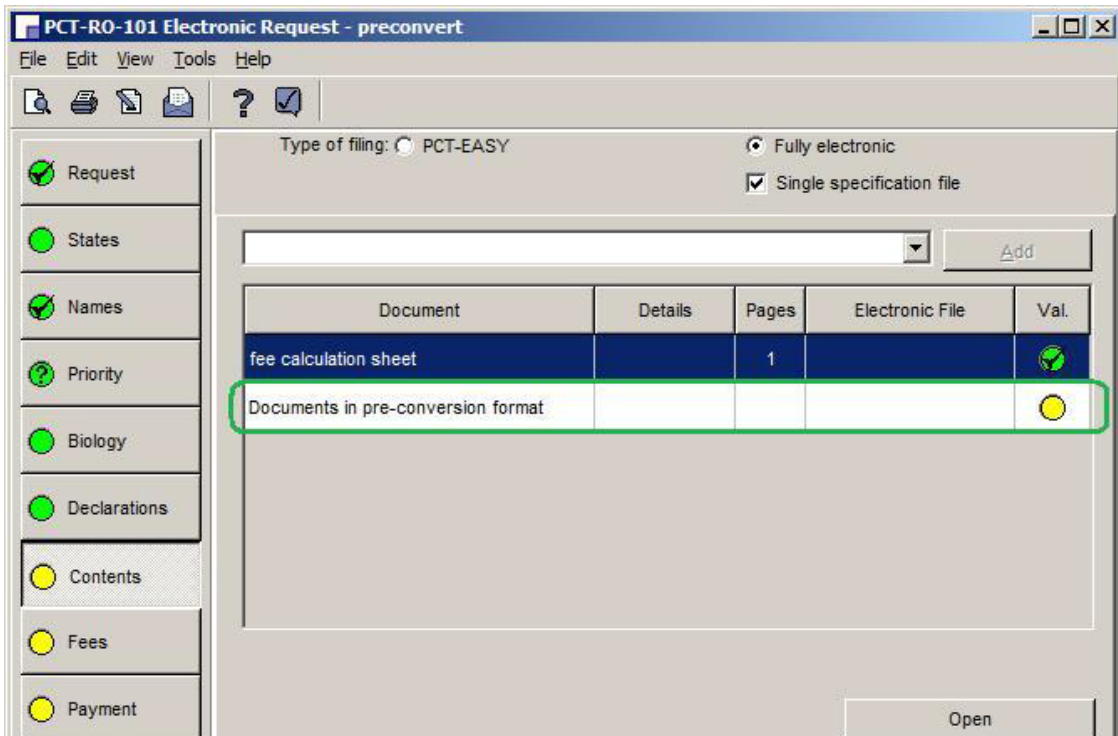
Under Section 706 of the PCT Administrative Instructions you have the possibility to attach the ‘pre-conversion format’ documents to your fully electronic international application, i.e. the original text and image formats that were converted to either pdf or xml for the purposes of the electronic filing. You are strongly advised to do so, to allow for correction in the unlikely event that an error is found in the electronic document filed as part of the international application. Please bear in mind, however, that not all receiving Offices accept the pre-conversion format documents (e.g. RO/US).

On the Contents>Accompanying Items page select ‘**Documents in pre-conversion format**’ from the pull-down menu, then click on the **Add** button.

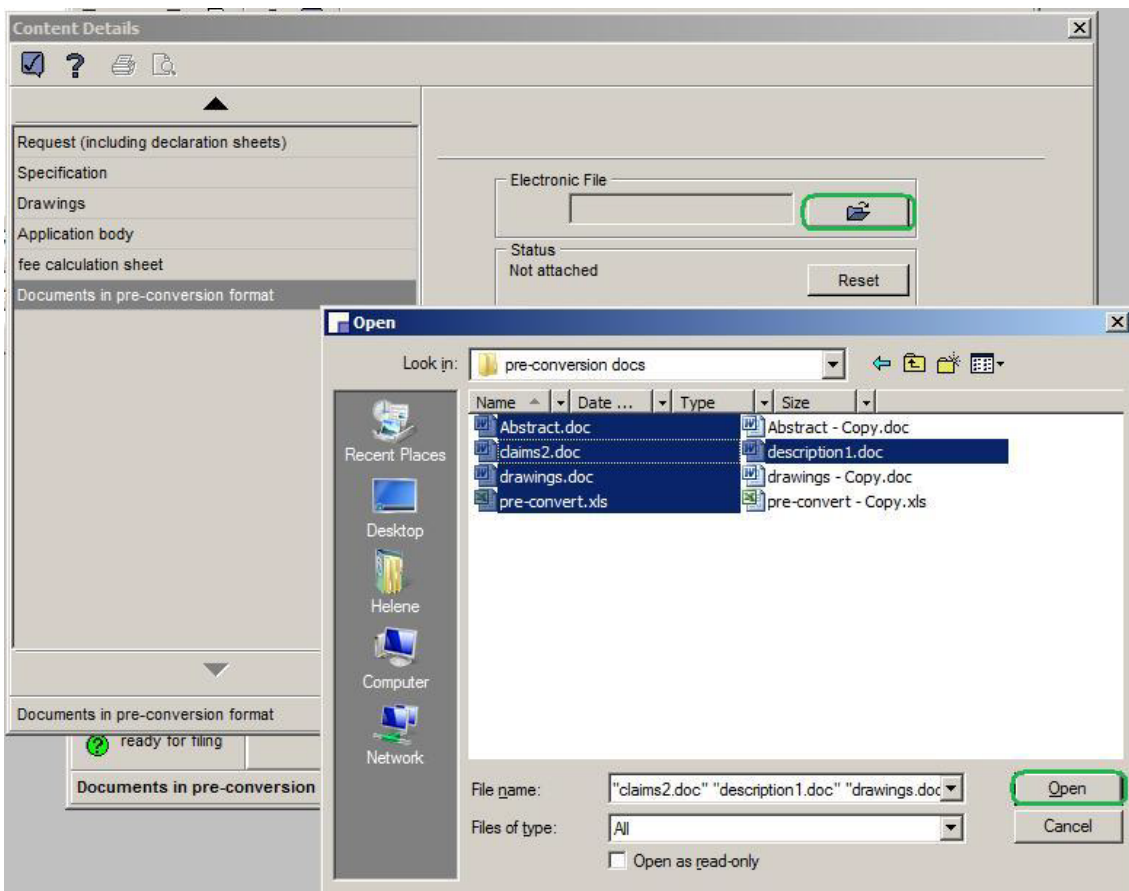
The screenshot shows the 'PCT-RO-101 Electronic Request - preconvert' application window. The 'Contents' sidebar is active, and the 'Accompanying Items' section is selected. The document type list includes 'Documents in pre-conversion format', which is highlighted. The 'Add' button is circled in green. The summary at the bottom indicates 3 documents and 1 file are currently attached.

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Double-click on the newly added row to open the details screen.

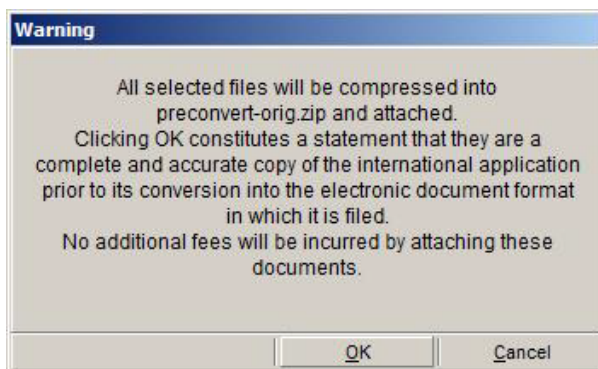


Click on the **folder icon** to open a browse window. Select the original format documents (it is advisable to have them all saved to the same folder), using the shift/control keys to select multiple documents. Once all of the documents have been selected click **Open**

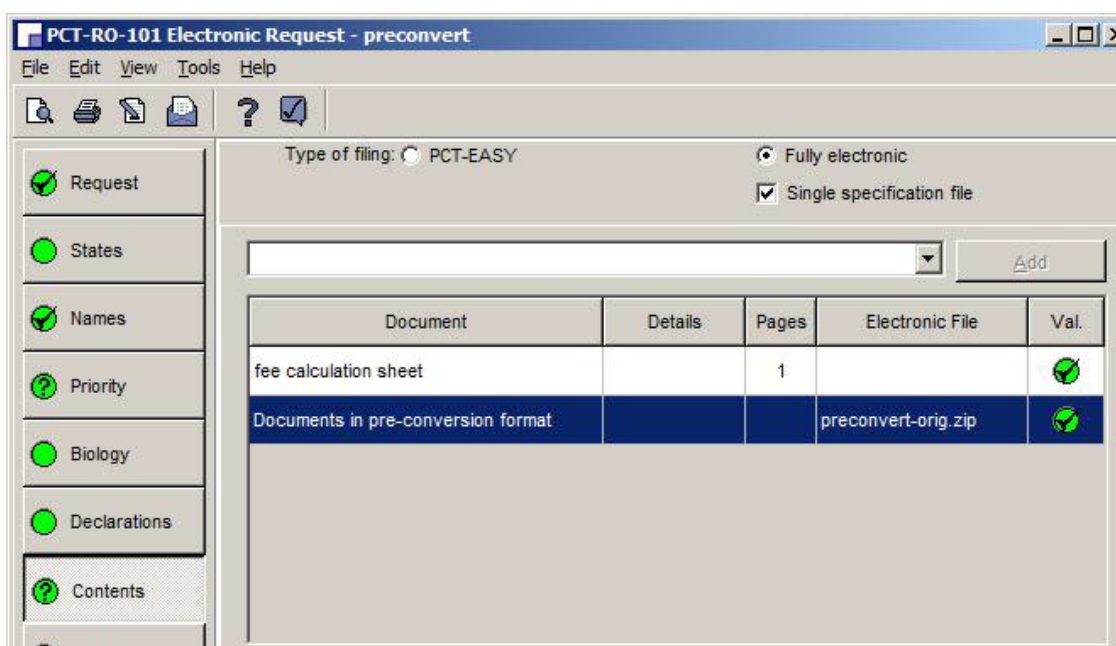


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The warning message will appear, click OK to continue.



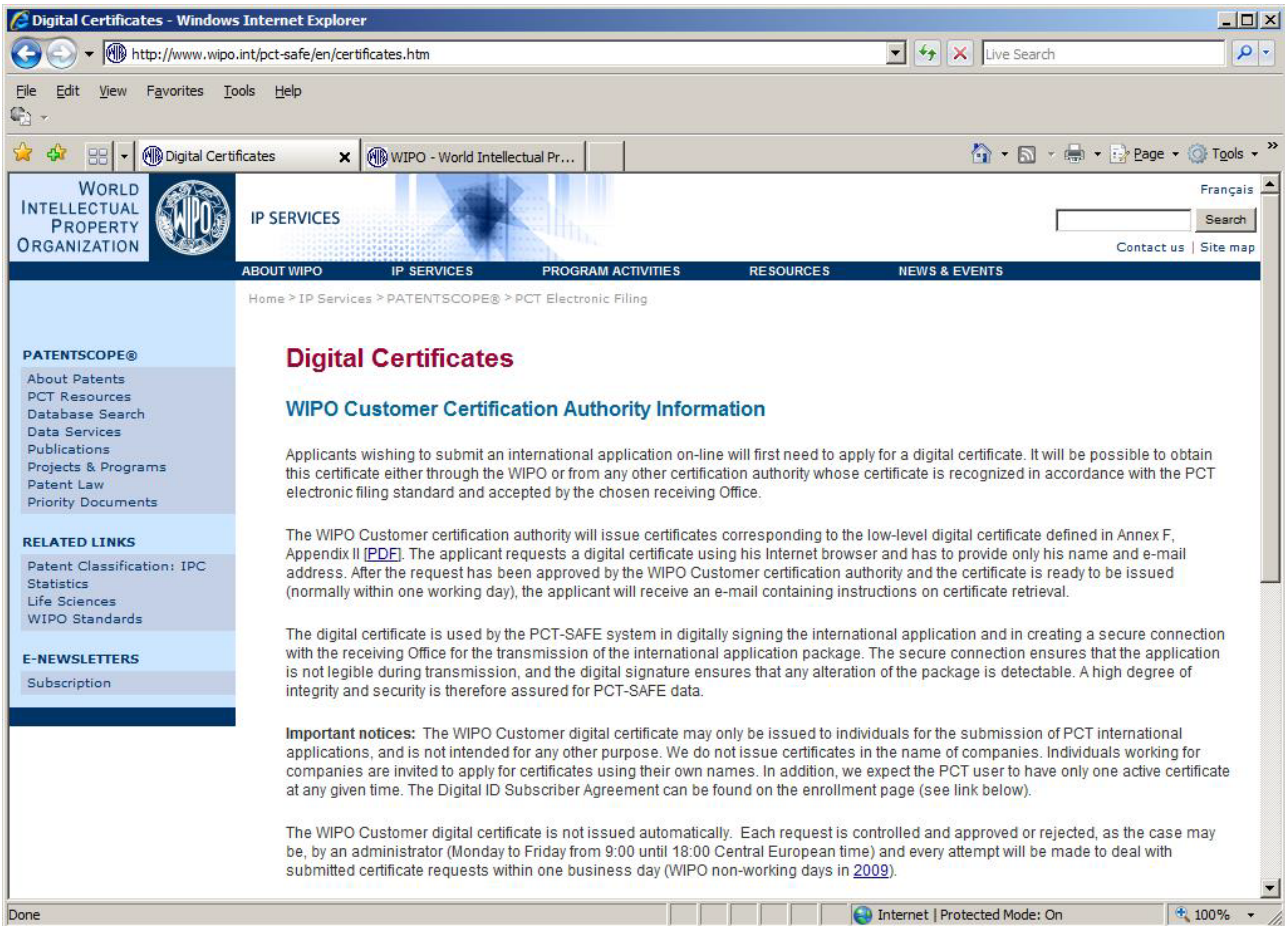
The zip file containing the pre-conversion format documents will be attached to the Accompanying Items page and the corresponding item will be indicated on the request form.



IX-19	Other	Documents in pre-conversion format Statement (Section 706): This is a complete and accurate copy of the international application prior to its conversion into the electronic document format in which it is filed.	✓
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Obtaining a digital certificate

You can obtain a digital certificate for e-filing with RO/CA (and RO/IB), free of charge, from the WIPO Certification Authority. This is done via the internet at: <http://www.wipo.int/pct-safe/en/certificates.htm>



Please bear in mind the following points:

- A WIPO Certification Authority certificate can only be issued in the name of an individual, not a company. Each user is entitled to one valid certificate at any time. The certificates are valid for a period of two years.
- It can only be used for the purposes of filing PCT applications – it cannot be used for any other secure transactions.
- The certificate is not issued automatically. Each request is controlled and approved or rejected, as the case may be, by an administrator. The Certification Authority opening hours are Monday to Friday from 9:00 to 18:00 Central European time. Every attempt will be made to deal with submitted certificate requests within one business day, but please allow extra time before a weekend and take into consideration WIPO non-working days.
- The PCT-SAFE Help Desk offers support for certificate related matters.
- If you intend to e-file with a receiving Office other than RO/CA or RO/IB please check with the RO in question or the PCT-SAFE Help Desk to determine which types of certificate that RO accepts.

Meeting deadlines

When preparing to file a PCT application it is advisable to take the following points into consideration (irrespective of the receiving Office or the method of filing):

- **What is the earliest priority date?** to ensure that sufficient time is allowed in order to prepare and submit the application within the 12 month priority period, including extra time for last minute problems (e.g. technical problems, interruptions in the mail service, etc.).
- **First time e-filers – practice helps:** ensure that you have all of the necessary software, certificates and information on your RO's e-filing requirements in good time. PCT-SAFE has a Demo mode that allows filers to practice preparing submissions. The PCT-SAFE Help Desk will assist with any questions that may arise during this learning period.
- **Time Zones:** it is advisable to check with your receiving Office by what time your complete application needs to be received in order to secure your international filing date and, most importantly, in which time zone. For example, applicants wishing to file with the RO/IB need to ensure that their transmission is completed by midnight Central European time on the day of filing. Be sure to take this into consideration and allow sufficient time to complete your submission accordingly, or to be able to file via an alternative method if necessary.
Also, please note that changes to/from daylight saving time take place at different times depending on the continent. For example, in Europe the daylight saving time for 2009 started on 29 March and will end on 25 October (last weekend in March/October). In North America that period for 2009 runs from 8 March to 1 November.
- **What to do if the RO's e-filing server is unavailable:** if you have allowed sufficient extra time in order to submit your application before the expiry of the priority deadline it may be enough to try to resubmit your application later. WIPO and CIPO both indicate via their respective web sites the status of their e-filing servers. Both offices also permit applicants to print and then fax file their applications (in order to secure the international filing date). However, in the case of a filing with RO/IB a confirmation copy will be required within 14 days, and this should be submitted on paper to avoid duplicate applications.

User Support:

- **PCT-SAFE Help Desk** offers support Monday to Friday (except Official WIPO Holidays) from 9:00 to 18:00, Central European time. The Help Desk offers practical and technical support for the PCT-SAFE software as well as issuing WIPO Certification Authority certificates.
tel: +41 22 338 9523
e-mail: pctsafe.help@wipo.int
website: www.wipo.int/pct-safe
Please allow one business day for a reply
- **CIPO Client Service Centre** offers support for the uploading and submission of the international application via the CIPO website.
tel: 1-866-997-1936
e-mail: cipo.contact@ic.gc.ca
website: www.cipo.gc.ca

Useful web links

WIPO

- Administrative Instructions Under the PCT –Annex F
See section 3 for the technical requirements for formatting your e-filing documents:
http://www.wipo.int/pct/en/texts/pdf/ai_anf.pdf
- PCT-SAFE
user documentation page: http://www.wipo.int/pct-safe/en/support/user_documentation.htm
download page: http://www.wipo.int/pct-safe/en/download/download_client.htm
server availability: http://www.wipo.int/pct-safe/en/server/server_status.htm
- WIPO Certification Authority (to request a digital certificate)
<http://www.wipo.int/pct-safe/en/certificates.htm>

CIPO

- e-filing: <http://www.cipo.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/wr01355.html>