



HANDBOOK ON INDUSTRIAL PROPERTY INFORMATION AND DOCUMENTATION

Ref.: Standards – ST.2

page: 3.2.1

STANDARD ST.2

STANDARD MANNER FOR DESIGNATING CALENDAR DATES BY USING THE GREGORIAN CALENDAR

*Revision adopted by the PCIPI Executive Coordination Committee
at its twentieth session on May 30, 1997*

INTRODUCTION

1. The purpose of this Standard is to eliminate the risk of misinterpreting the significance of the numerals used for the numeric representation of calendar dates and to avoid confusion among users of industrial property information.
2. The Standard specifies the representation of calendar dates, according to the Gregorian calendar, printed or displayed in industrial property documents, in entries in official gazettes and in electronic records, respectively.
3. The provisions of this Standard are aligned, to the greatest possible extent, with the representation of dates (extended format) recommended by International Standard ISO 8601 "Data elements and interchange formats—Information interchange—Representation of dates and times," published in June 1988 by the International Organization for Standardization (ISO).

DEFINITIONS

4. For the purposes of this Standard:
 - (a) the term "calendar date" means a particular day of a calendar year, identified by its ordinal number within a calendar month within that year;
 - (b) the term "industrial property document" means a document containing bibliographic data and other information with respect to an industrial property right and the published application therefor, which was produced on, or by, any medium (e.g., paper, film, magnetic tape or disk, optical disk, online database, computer network, etc.);
 - (c) the term "official gazette" means a journal containing announcements with respect to industrial property rights made in accordance with requirements under national industrial property laws or industrial property conventions or treaties;
 - (d) the expression "entry in an official gazette" means a comprehensive announcement including bibliographic data made in an official gazette regarding industrial property rights or applications therefor; the various indexes referred to in WIPO Standard [ST.18](#) are also covered, for the purposes of this specific Standard, by the above-mentioned term;
 - (e) the expression "electronic record" means a unit of data related to industrial property rights or published applications therefor and consisting of a number of data elements retrieved, for example, from a database or computer network.

RECOMMENDATION

5. It is recommended that any calendar date be indicated by the Arabic numbers of the day, the month and the year in the sequences described in paragraph 7, below, and according to the Gregorian calendar. Where a calendar different from the Gregorian calendar is used, in printed industrial property documents, in printed official gazettes or on user interfaces of electronic industrial property information products, it is recommended that a date according to the Gregorian calendar also be indicated.
6. In expressing calendar dates, the day of the month should be represented by two digits starting with "01"; the month should also be represented by two digits (January thus being represented by "01"); the year should be represented by four digits, according to the Gregorian calendar.



HANDBOOK ON INDUSTRIAL PROPERTY INFORMATION AND DOCUMENTATION

Ref.: Standards – ST.2

page: 3.2.2

7. The complete representation of a calendar date, subject to paragraphs 8 to 10, below, should be a single numeric data string comprising eight numerals in either of the following two sequences of date elements:

- (a) CCYY MM DD, where “CCYY” represents a calendar year, “MM” the ordinal number of a calendar month within the calendar year, and “DD” the ordinal number of a day within the calendar month, or
- (b) DD MM CCYY, where “DD” represents the ordinal number of a day within the calendar month, “MM” the ordinal number of a calendar month within the calendar year, and “CCYY” a calendar year.

8. It is recommended that the sequence provided in paragraph 7(a), above, be used in the field of electronic data storage and for data transfer on electronic data carriers and, accordingly, be used in implementing WIPO Standards in this field (e.g., WIPO [ST.30](#), [ST.32](#), [ST.33](#) and [ST.35](#)).

9. While permitting the two alternatives (7(a) and (b)) in the case of paper form, the sequence CCYY MM DD provided in paragraph 7(a), above, is the long-term goal of this Standard. However, each industrial property office is encouraged to set its timetable to achieve that goal.

10. For industrial property offices using the sequence format according to paragraph 7(b), above, it is considered desirable to give an explanation of the sequence by using the characters DD.MM.CCYY, in an appropriate place in printed industrial property documents and printed official gazettes, in order to avoid a possible misunderstanding by users, for example,

characters in parentheses indicating the date format, e.g.,
03.01.2000
(DD.MM.CCYY).

11. For the sake of legibility of a calendar date expressed in printed industrial property documents, in printed official gazettes and on user interfaces of electronic industrial property information products in accordance with paragraph 7, above, the date elements should be separated by signs, i.e., full stops, slants or hyphens, or by spaces.

Example: 2000.01.03, 2000/01/03, 2000-01-03, 2000 01 03 or
03.01.2000, 03/01/2000, 03-01-2000, 03 01 2000.

FURTHER OBSERVATIONS

12. As concerns industrial property offices using a format differing from those recommended in paragraph 7, above, and in which the month element is indicated in words (either in full or in an abbreviated form) in any one of the following three sequences of the date elements: CCYY month DD, DD month CCYY, month DD CCYY, it is considered desirable that the abbreviated form include, at a minimum, the first three letters of the word.

Example: January or Jan.

It is also considered desirable that, where the month is indicated in words in a language other than English or French, the date elements also be indicated, in parentheses, in an appropriate numerical format as indicated in paragraph 7(a) or 7(b), above.

Example: 03 Luglio 2000
(03.07.2000).

13. Industrial property offices may bring the current format of calendar dates into line with this Standard at any time. It is desirable that this Standard be implemented by industrial property offices at the latest as of January 1, 2000.

14. A compilation of the variations in the representation of calendar dates, as currently applied by industrial property offices in their documents or in official gazettes, is given in the document "[Representation of Calendar dates](#)" (Part 7.1). In addition, the said compilation provides a multilingual table of the names of months which are used in printing dates, as well as an explanation of the Japanese year indication.

[End of Standard]