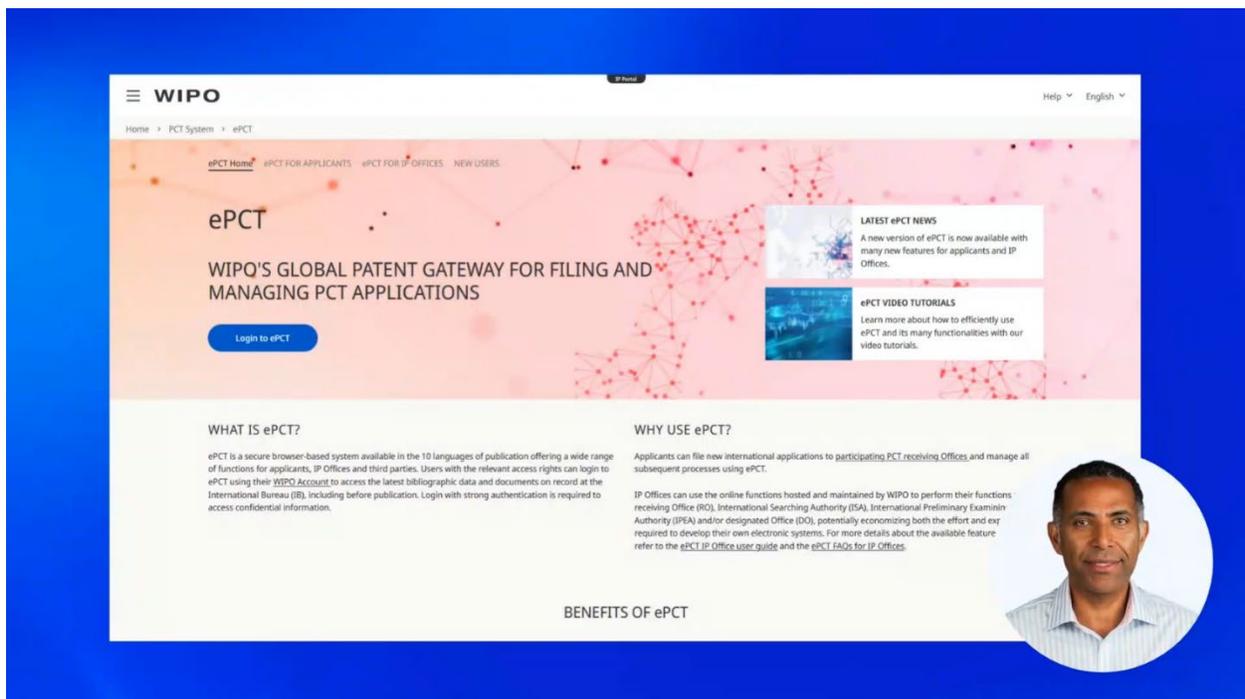


# PAYING SIS REQUESTS

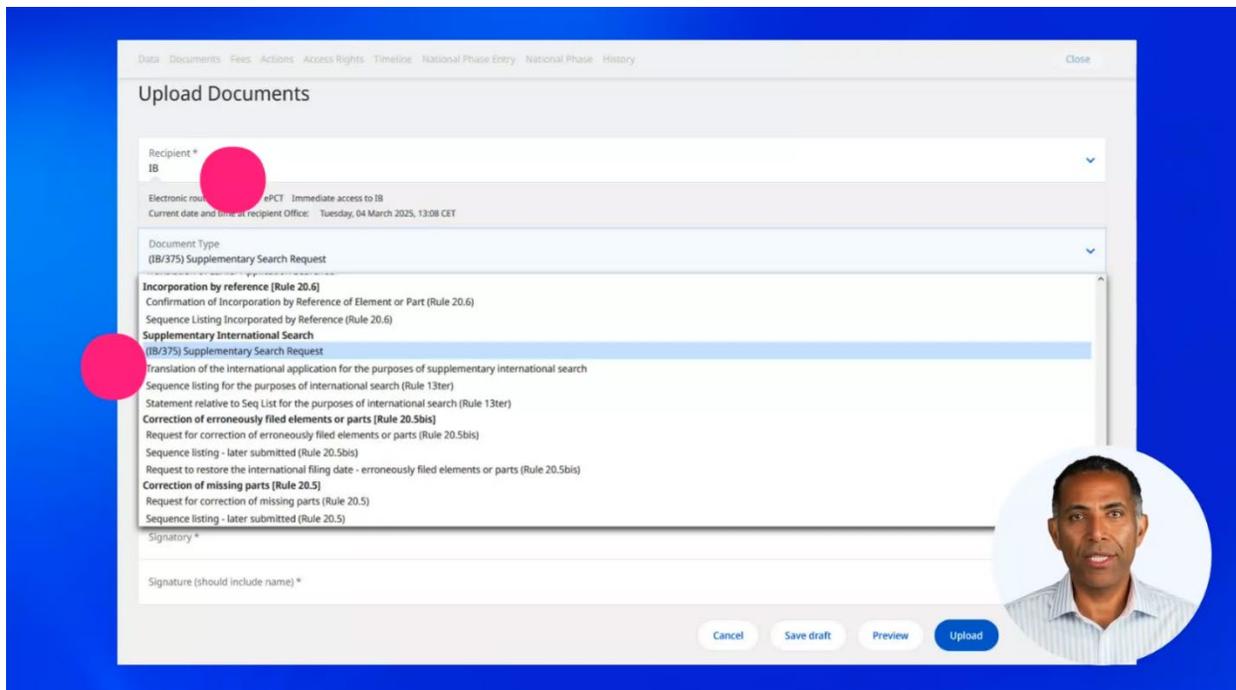
Hey there! Welcome to our tutorial.

In this video you will learn how to pay your Supplementary Search Request (so called SIS Request) to the International Bureau (that is, WIPO).

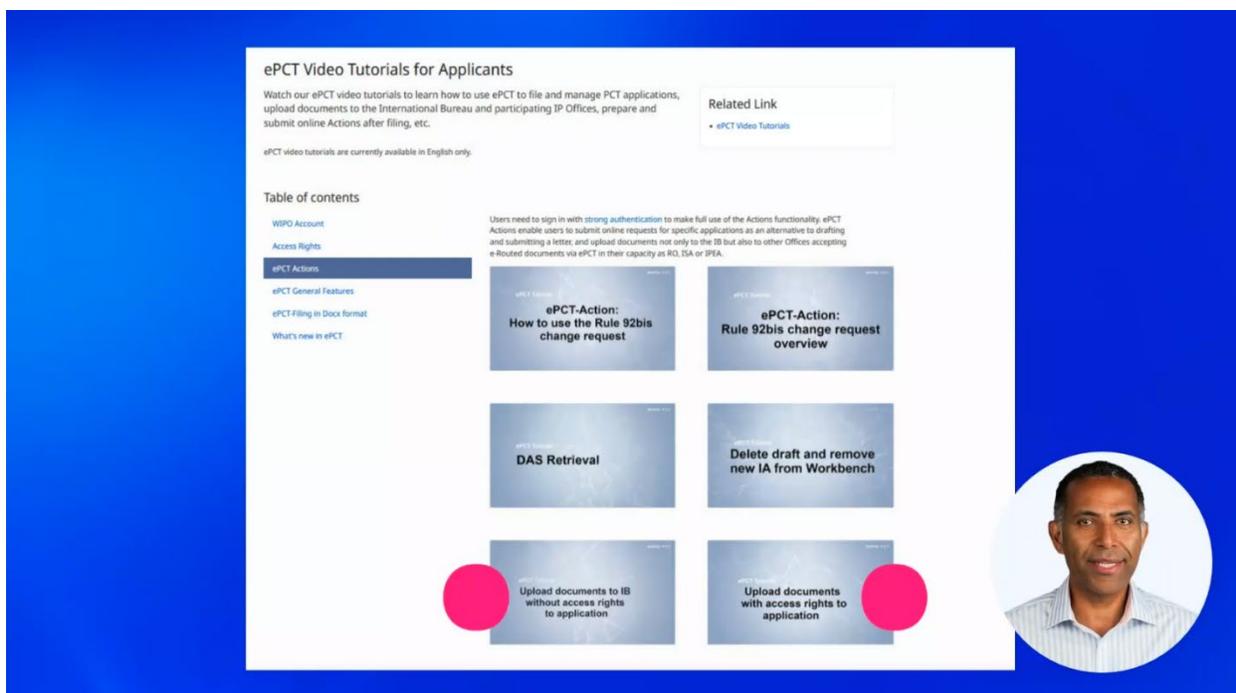
First, submit your Supplementary Search Request to WIPO using ePCT.



To do so use the upload function from ePCT and select "**IB**" as recipient and for the document type select "**(IB/375) Supplementary Search Request**".



Refer to our [ePCT Video Tutorials for Applicants](#) on how to use the upload document service with or without access rights to the PCT application concerned.



Please note that the supplementary search and handling fees can only be paid in **Swiss francs**.

Make sure to fill-in the Fee Calculation Sheet that is annexed to the supplementary search request.

It's up to you to calculate the fees due (according to the SIS Authority selected).

Remember to include the handling fee.

## Amount of SIS fees depends on

- SIS Authority selected
- Nationality and residence of the applicant
- Language of the research

+ 200 CHF for the handling fees

**PCT**  
**FEE CALCULATION SHEET**  
Annex to the supplementary search request

For International Bureaus: use only

<b>AUTHORITY</b>	
International Application No.	
Applicant's or agent's file reference	Date stamp of the International Bureau
Applicant	
<b>CALCULATION OF PRESCRIBED FEES</b>	
<small>Applicants may be entitled to a reduction of the supplementary search fee and the supplementary search handling fee as indicated in the PCT Fee Tables (<a href="http://www.wipo.int/pct/en/fee.pdf">www.wipo.int/pct/en/fee.pdf</a>)</small>	
1. SUPPLEMENTARY SEARCH FEE	0.00
2. SUPPLEMENTARY SEARCH HANDLING FEE	200
3. TOTAL OF PRESCRIBED FEES	0.00
	TOTAL
<b>MODE OF PAYMENT</b>	
<input type="checkbox"/> credit card (debit) (should not be included on this sheet) + card address for E-payment: _____ <small>Clear a check if address is same as that indicated in Box No. 21 or 22</small>	
<input type="checkbox"/> authorization to charge deposit or current account with the International Bureau (see below)	
<input type="checkbox"/> bank transfer	
<input type="checkbox"/> postal money order	
<input type="checkbox"/> check	
<b>AUTHORIZATION TO CHARGE (OR CREDIT) DEPOSIT OR CURRENT ACCOUNT WITH INTERNATIONAL BUREAU:</b>	
<input type="checkbox"/> Authorization to charge the total fees indicated above	Deposit or Current Account No. _____
<input type="checkbox"/> Authorization to charge any deficiency or credit any overpayment in the total fees indicated above	Date: _____
	Name: _____
	Signature: _____

Form PCT/IB/971 (Annex) (July 2022) See Notes to the fee calculation sheet



To calculate fee amounts refer to the PCT Fee Tables, under the section (c) Supplementary search fees.

**Table I(c) — Supplementary search fees**  
(amounts on 1 February 2025, unless otherwise indicated)

ISA	Supplementary search fee	Supplementary search handling fee <sup>3, 38</sup>
AT	— for a search of German-language documentation: CHF 798	CHF 200
	— for a search of European and North American documentation: CHF 1,117	
	— for a search of PCT minimum documentation: CHF 1,596	
EP	CHF 1,732 <sup>34</sup>	CHF 200
FI	CHF 1,732	CHF 200
RU	CHF 107	CHF 200
	CHF 169 <sup>35</sup>	
SE	CHF 1,732	CHF 200
SG	CHF 1,470	CHF 200
TR	— for a full search: CHF 1,732	CHF 200
	— for a search only of documents in Turkish held in the search collection of the Authority: CHF 12	
UA	— for a search of the documents in the search collection of the Authority, including the PCT minimum documentation: CHF 84	CHF 200
	— for a search of only the European and North American documentation: CHF 84	
	— for a search of only the Russian language documentation of the former USSR and the Ukrainian language documentation: CHF 66	
	— for a search where a declaration referred to in PCT Article 17(2)(a) has been made because of subject matter referred to in PCT Rule 39.1(iv): CHF 56	
	— for a search where a declaration referred to in PCT Rule 39.1(v): CHF 56	
XN	— for a full search: CHF 1,732	CHF 200
	— for searches only of documentation in Danish, Icelandic, Norwegian and Swedish: CHF 503	
XV	— for a full search: CHF 1,666	CHF 200
	— for searches only of documentation in Czech, Hungarian, Polish and Slovak: CHF 516	

*[continued on next page]*



In the Fee Calculation Sheet indicate the method of payment.

**PCT**  
FEE CALCULATION SHEET  
Annex to the supplementary search request

For International Bureaus, use only

<p><b>AUTHORITY</b></p> <p>International Application No. _____</p> <p>Applicant's or agent's file reference _____</p> <p>Applicant _____</p> <p><b>CALCULATION OF PRESCRIBED FEES</b></p> <p><small>(Applicant may be entitled to a reduction of the supplementary search fee and the supplementary search handling fee as indicated in the PCT Fee Table: <a href="http://www.wipo.int/pct/en/fee.pdf">www.wipo.int/pct/en/fee.pdf</a>)</small></p> <p>1. SUPPLEMENTARY SEARCH FEE ..... [ ] [€]</p> <p>2. SUPPLEMENTARY SEARCH HANDLING FEE ..... [ ] [€]</p> <p>3. TOTAL OF PRESCRIBED FEES ..... [ ] [€]</p> <p style="text-align: right;">TOTAL</p> <p><b>MODE OF PAYMENT</b></p> <p><input type="checkbox"/> credit card (credit should not be included on this sheet)</p> <p><input type="checkbox"/> e-mail address for E-payment (e-mail: <a href="mailto:payments@wipo.int">payments@wipo.int</a>) (see also the instructions in Ann. No. 12 of 2017)</p> <p><input type="checkbox"/> authorization to charge deposit or current account with the International Bureau (see below)</p> <p><input type="checkbox"/> bank transfer</p> <p><input type="checkbox"/> postal money order</p> <p><input type="checkbox"/> check</p>	<p>Date receipt of the International Bureau _____</p> <p><b>AUTHORIZATION TO CHARGE (OR CREDIT) DEPOSIT OR CURRENT ACCOUNT WITH INTERNATIONAL BUREAU</b></p> <p><input type="checkbox"/> Authorization to charge the total fees indicated above. Deposit or Current Account No. _____</p> <p><input type="checkbox"/> Authorization to charge any deficiency or credit not envisaged in the total fees indicated above. Date _____</p> <p>Name _____</p> <p>Signature _____</p>
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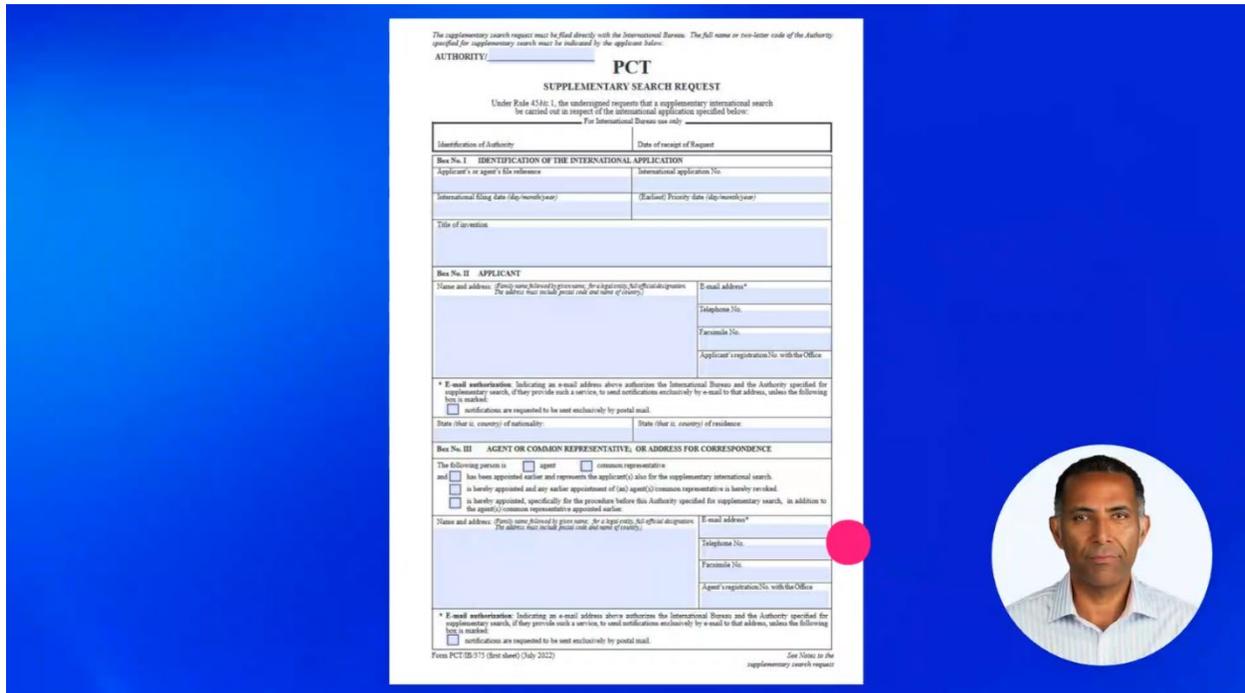
Form PCT/IB/371 (Annex) (July 2022) See Annex to the fee calculation sheet



You can only pay by Current Account at WIPO, credit card, or bank transfer.

For payment via a **Current Account at WIPO**, as long as the account number is indicated on the calculation sheet, WIPO will withdraw the amount due from the account.

If **credit card** was indicated as your method of payment, you will receive a link to pay the fees on WIPO Pay to the email address for correspondence that was indicated on the Form PCT/IB375.



The supplementary search request must be filed directly with the International Bureau. The full name and two-letter code of the Authority specified for supplementary search must be indicated by the applicant below.

AUTHORITY: \_\_\_\_\_ **PCT**

**SUPPLEMENTARY SEARCH REQUEST**

Under Rule 43bis 1, the undersigned requests that a supplementary international search be carried out in respect of the international application specified below.  
For International Bureau use only

Identification of Authority	Date of receipt of Request
<b>Box No. I IDENTIFICATION OF THE INTERNATIONAL APPLICATION</b>	
Applicant's or agent's file reference	International application No.
International filing date (day/month/year)	(Earliest) Priority date (day/month/year)
Title of invention	
<b>Box No. II APPLICANT</b>	
Name and address: (Specify name/first/last names, first/initials, full official designation. The address must include postal code and name of country.)	E-mail address*
	Telephone No.
	Facsimile No.
	Applicant's registration No. with the Office
* E-mail authorization: Indicating an e-mail address above authorizes the International Bureau and the Authority specified for supplementary search, if they provide such a service, to send notifications exclusively by e-mail to that address, unless the following box is marked: <input type="checkbox"/> notifications are requested to be sent exclusively by postal mail.	
Date (that is, country) of nationality:	Date (that is, country) of residence:
<b>Box No. III AGENT OR COMMON REPRESENTATIVE, OR ADDRESS FOR CORRESPONDENCE</b>	
The following person is <input type="checkbox"/> agent <input type="checkbox"/> common representative and <input type="checkbox"/> has been appointed earlier and represents the applicant(s) also for the supplementary international search, <input type="checkbox"/> is hereby appointed and any earlier appointment of (an) agent(s)/common representative is hereby revoked, <input type="checkbox"/> is hereby appointed, specifically for the procedure before this Authority specified for supplementary search, in addition to the agent(s)/common representative's appointment earlier.	
Name and address: (Specify name/first/last names, first/initials, full official designation. The address must include postal code and name of country.)	E-mail address*
	Telephone No.
	Facsimile No.
	Agent's registration No. with the Office
* E-mail authorization: Indicating an e-mail address above authorizes the International Bureau and the Authority specified for supplementary search, if they provide such a service, to send notifications exclusively by e-mail to that address, unless the following box is marked: <input type="checkbox"/> notifications are requested to be sent exclusively by postal mail.	

Form PCT/IB-375 (three sheets) (July 2022) See Notes to the supplementary search request



If you prefer to pay with a **bank transfer**, you can find WIPO's bank account details on the [PCT System payment webpage](#).

When paying by bank transfer please indicate the **application number** as a reference and that **it relates to a SIS request**.

# Payment methods

● Current Account at WIPO

● Credit or debit card

● Bank transfer\*

\* Link to the payment details in the PDF below

Example of the reference:

PCT/IB2024/123456, SIS request



Once the request is processed by WIPO, we will issue Form PCT/IB376 "Notification of receipt of supplementary search request and payment of applicable fees".

**PATENT COOPERATION TREATY**  
**PCT**  
From the INTERNATIONAL BUREAU  
To: \_\_\_\_\_

**NOTIFICATION OF RECEIPT OF SUPPLEMENTARY SEARCH REQUEST AND PAYMENT OF APPLICABLE FEES**  
(PCT Rules 434a.2 and 434a.3)

Date of mailing (day/month/year)	Applicant's or agent's file reference	<b>PAYMENT DUE</b> see item 4 for time limit
International application No.	Applicant	International filing date (day/month/year)

1. The International Bureau hereby notifies the applicant of receipt of the supplementary search request on \_\_\_\_\_ (date). The Authority specified for supplementary search is \_\_\_\_\_.

2. The applicant is hereby notified that the International Bureau has received:  
 the payment of all the prescribed fees, and  an overpayment, which will be refunded in due course  
 no or insufficient payment of the prescribed fees and the applicant is hereby notified to pay the balance due, as communicated under item 3, within the time limit indicated under item 4.

3. **Fees and payment calculation:**

Supplementary search fee	_____	SI
Supplementary search handling fee*	_____	SH
SI + SH	_____	Total fees payable
_____	_____	Amount paid
_____	_____	Balance due

\* Applicants from certain States are entitled to a reduction of 50% of the supplementary search handling fee. Please the applicant is (for all applicants) as entitled, the amount to be entered is 10% of the supplementary search handling fee. See Notes to the Fee Calculation Sheet annexed to the Supplementary Search Request Form (PCT/IB/376) for details.

4. **Time limit for payment and amount payable** (Rules 434a.2(a) and 434a.3(c))  
The prescribed fees are payable within ONE MONTH from the date of receipt of the supplementary search request (see above). The amount payable is the amount applicable on the date of payment.

The International Bureau of WIPO  
34, Avenue des Colonnades  
1211 Geneva 26, Switzerland

Authorized office  
Telephone No. +41 22 318 3000

Form PCT/IB/376 (revised January 2020)



You can find more tutorials on our website - [wipo.int](https://www.wipo.int).

Finally, a reminder to **be aware of possible scam attempts by phone, email, or text message**. You can learn more about how to protect yourself from different types of scams on the [dedicated webpage on our website](#).

Thank you for watching our tutorial. See you next time!