

C. PCT 1689

September 2, 2025

Madam,  
Sir,

*Annual Reporting on Quality Management Systems*

I have the pleasure of inviting your Office, in its capacity as an International Searching and Preliminary Examining Authority under the Patent Cooperation Treaty (PCT), to submit your report on its quality management system (QMS) for 2025.

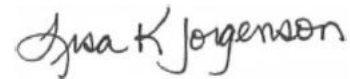
The PCT Working Group, at its eighteenth session that took place from February 18 to 20, 2025, discussed the format of applications for extension of appointment of an International Searching and Preliminary Examining Authority (see document PCT/WG/18/15). This document proposed that the application for extension of appointment from an International Authority should contain reference to the annual report on its QMS for 2025, a report on its implementation of the requirements for the PCT minimum documentation that take effect from January 1, 2026, and an application form containing any information required by the PCT Committee for Technical Cooperation (PCT/CTC) to review the application that was not contained in the reports on the QMS and the PCT minimum documentation (see paragraphs 12 and 13 of document PCT/WG/18/15).

A template to complete your QMS report is available on the electronic forum of the Quality Subgroup. Compared to the template used for reporting for 2024, the template removes references to language facilities to reflect the amendments to Rules 36 and 63 that will enter into force on January 1, 2026, and part 21.21 in the compliance table has been split into two parts for communication with the International Bureau and communication with designated and elected Offices. Details on how to join the forum can be requested by email to [pct.mia@wipo.int](mailto:pct.mia@wipo.int).

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As stated in paragraph 10 of document PCT/WG/18/15, an International Authority applying for extension of appointment must submit its QMS report by December 1, 2025, at the latest, preferably by uploading it directly to the appropriate page of the electronic forum of the Quality Subgroup, or alternatively, by sending it by e-mail to [pct.mia@wipo.int](mailto:pct.mia@wipo.int). This will allow the International Bureau to make the QMS reports accessible on the WIPO website as part of the application material for the PCT/CTC to review when providing its advice on extensions of appointments. Any Office may also submit a draft of its report for informal feedback at the fifteenth informal meeting of the Quality Subgroup that will take place on October 27 and 28, 2025. An Office wishing to take up this opportunity should post a draft of its report on the electronic forum or send the report to the International Bureau by e-mail by September 22, 2025.

Yours sincerely,

A handwritten signature in dark ink, reading "Lisa K. Jorgenson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lisa Jorgenson  
Deputy Director General  
Patents and Technology Sector