# Template to provide information regarding Part 7.3 of the WIPO Handbook

## introduction

Part 7.3 of the [WIPO Handbook on Intellectual Property Information and Documentation](https://www.wipo.int/en/web/standards/handbook) is dedicated to the presentation of patent documents published by intellectual property (IP) offices, organized by patent document kind codes in accordance with WIPO Standard ST.16. It provides detailed information on current publication practices and, where applicable, includes information on former practices related to patent documents that are no longer published.

Part 7.3 is divided into two parts:

* + [Part 7.3.1](https://www.wipo.int/documents/d/standards/docs-en-07-03-01.pdf) contains a list of examples of patent documents published by industrial property offices grouped according to their ST.16 patent document kind codes.
  + [Part 7.3.2](https://www.wipo.int/documents/d/standards/docs-en-07-03-02.pdf) contains an inventory of different kinds of patent documents ordered by the issuing industrial property office. ST.16 codes are provided for the listed documents along with information about the applicable patent legislation, publication details, specific application of the code and samples of first pages.

To ensure accuracy and consistency, IP offices, whether already listed or new, are encouraged to submit new information or update their entries using the template below.

This template is designed to support IP offices to provide relevant information consistently, clearly and comprehensively. It captures key details related to the application of patent document kind codes and associated publication practices. IP offices may add additional information as needed to reflect specific practices.

## TEMPLATE

|  |  |
| --- | --- |
| Country/Organization Name and Code  *(Please refer to WIPO Standard* [*ST.3*](https://www.wipo.int/documents/d/standards/docs-en-03-03-01.pdf)*)* |  |

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| --- | --- | --- |
| WIPO ST.16 kind code  *(Please refer to WIPO Standard* [*ST.16*](https://www.wipo.int/documents/d/standards/docs-en-03-16-01.pdf)*)* | Kind of document  *(Please provide in capital letters the title in the official language/s, the translation into English within brackets and optionally the transliteration into Latin characters)* | Current or former practice  *(Please indicate whether the publication of this kind of document is current or it is no longer published)* |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| References to patent law | Publication details | Application of code |
| * Published in accordance with {reference to the law – title, number, etc.} of {date}, Art. {number} * {Description of the application of the letter code} | * {First/Second/Third/etc.} level of publication * Published in {indicate format of kind of document} * Published from {date/year} to {date/year} or published on or after {date/year} * {Information about the numbering system} | * Where the code appears * The date or year when the code was first used * Sample of the first page {Please attach the sample of the first page file} |

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| Additional information  *(Please include any other relevant information related to the kind of patent documents)* |
|  |

## Guidelines to Fill Out the Template

### Country/Organization Name and Code

Indicate the two-letter code in accordance with WIPO Standard ST.3.

### Current or former practice

Indicate whether the publication of this kind of patent document reflects current or previous practice. This information helps users understand the publication status and history of publication, including both those currently published or now discontinued.

### Patent document kind code

Indicate the kind code of the patent document published in accordance with WIPO Standard ST.16.

### Kind of document

* Provide the kind of document in your official language(s);
* Provide an English translation of the original title for reference; and
* Optionally provide a Latin transliteration if the original uses a non-Latin script.

### References to patent law

* Indicate the relevant patent law or regulation (title, number, article and date); and
* Briefly describe how the kind code applies under the law or regulation.

### Publication details

Indicate relevant publication information, including:

* The publication level, as defined in WIPO Standard ST.16 (refer to the explanation after paragraph 6, and paragraphs 7 and 11);
* The means of making the document available, e.g., on paper, online database, etc. (refer to paragraph 6 of the WIPO Standard ST.16 for a non-exhaustive list);
* The year when the code was introduced for the given kind of documents and the year when it was discontinued, if applicable; and
* A description of the numbering system, specifying whether it is unique to this document type or shared with other types, and if so, during what period.

### Application of code

Indicate details on how the patent document kind code is applied, including:

* Where the code appears, for example: online databases;
* The starting date, or year, when the code was first used, in each format; and
* A **sample of the first page** of the document to illustrate its presentation.

### Additional information

Include any additional relevant details related to the kind of patent documents published that are not covered by the above fields.

## Examples

Please refer to [Part 7.3.1](https://www.wipo.int/documents/d/standards/docs-en-07-03-01.pdf) or [Part 7.3.2](https://www.wipo.int/documents/d/standards/docs-en-07-03-02.pdf) to view examples of documents with or without transliteration of the original title, as well as examples of patent documents that are no longer published.

## Questions

If you have any questions or need help, please contact the Secretariat at: [cws.surveys@wipo.int](mailto:cws.surveys@wipo.int).

[Annex II follows]