New Features of Hague Online Services: eHague, ePay, Hague Member Profiles Database
Seminar on the Hague System for the International Registration of Industrial Designs

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Assistant Program Officer
Hague Development and Promotion Section
The Hague Registry

Geneva
June 6, 2019
Introducing eHague
Hague System E-Filing – eHague

Login at: https://www3.wipo.int/HagueEFilingWeb/

WIPO account required
A Modern Interface and New Payment Options

One page design for easy navigation and use

Credit card, debit card, Paypal, current account, or bank transfer
Workbench

1 – Create a new application
2 – List of applications filed with the IB
3 – Draft applications not yet filed with the IB
4 – Communications from the IB
5 – An online tutorial
Workbench

E-HAGUE

Now | Filed application(s) [21] | Draft(s) [12] | E-filing communication [3 unread] | E-filing tutorial

- New application
- New application using data from a filed application
- New application from a draft

Warning

It is a requirement under the law of the United States of America that, for designs created in the United States of America, the applicant first obtains a license from the United States Patent and Trademark Office (USPTO) before filing outside of the United States of America.

It is a requirement under the law of the Russian Federation that designs created in the Russian Federation by Russian legal entities or nationals are subject to a security clearance procedure by the Federal Service for Intellectual Property (Rospatent) to ensure that the designs do not contain state secrets.

- 6 – Top navigation bar
- 7 – Support
- 8 – Language settings
- 9 – Your account settings
- 10 – Logout
**IMPORTANT REGARDING LANGUAGE SETTINGS:**

The language setting of the Workbench will be the filing language of an application, regardless if the interface within the application is changed to a different language.
Creating a New Application

The New tab provides three options:

1. Create a completely new application;
2. Create a new application but use saved data from a filed application; or
3. Create a new application but use saved data from a draft application.
The New Application Screen

<table>
<thead>
<tr>
<th>WIPO REFERENCE 4593</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICANT</strong></td>
</tr>
<tr>
<td><strong>DESIGNATION</strong></td>
</tr>
<tr>
<td><strong>DESIGN</strong></td>
</tr>
<tr>
<td><strong>RELATED DESIGN</strong></td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
</tr>
<tr>
<td><strong>CREATOR</strong></td>
</tr>
</tbody>
</table>
Before all sections are visible an application must first have an Applicant, Designation(s), and at least one Design recorded.
The New Application Screen

Clicking on the title of any section, or the link in the application navigation, will open the section.
Input Fields

Within sections are input fields. Clicking an action button or a row edit button (the pencil icon) opens editable input fields, such as above.
Editing Previously Saved Entries – Type

! – Important: To change the type of an entry such as an applicant, representative, or correspondent, you must first delete the existing entry and add a new entry with the new type.
Checking the Status of your Application(s)
<table>
<thead>
<tr>
<th>WIPO reference</th>
<th>Filing date</th>
<th>Applicant(s)</th>
<th>Locarno Class</th>
<th>Designation(s)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIP04685</td>
<td>04/02/2019</td>
<td>Osaka Naomi</td>
<td>12</td>
<td>JP, KR</td>
<td>Examination</td>
</tr>
<tr>
<td>WIP04674</td>
<td>18/01/2019</td>
<td>Smith John</td>
<td>12</td>
<td>CA, CH, US</td>
<td>Examination</td>
</tr>
<tr>
<td>WIP04654</td>
<td>08/02/2019</td>
<td>Santiago Carmen</td>
<td>10</td>
<td>CH, FR, GR, HR, MA, RO, SN</td>
<td>Examination</td>
</tr>
<tr>
<td>WIP04644</td>
<td>10/12/2018</td>
<td>North Pacific Designs, Thanos ...</td>
<td>12</td>
<td>EM, GB, JP, KR, RU, US</td>
<td>Examination</td>
</tr>
<tr>
<td>WIP04641</td>
<td>18/12/2018</td>
<td>Sadako Takamatsu</td>
<td>12</td>
<td>CH, EM, GB, HU, JP, KR, RU, SG</td>
<td>Examination</td>
</tr>
<tr>
<td>WIP04637</td>
<td>07/12/2018</td>
<td>Southwest Designs</td>
<td>12</td>
<td>EM, GB, JP, KR, RU, SG, TR, US</td>
<td>Examination</td>
</tr>
<tr>
<td>WIP04635</td>
<td>06/12/2018</td>
<td>Naomi Arka</td>
<td>12</td>
<td>CH, EM, JP, KR, US</td>
<td>Examination</td>
</tr>
<tr>
<td>WIP04634</td>
<td>16/01/2019</td>
<td>Kasumi Osaka</td>
<td>12</td>
<td>CA, CH, EM, GB, JP, KR, RU, SY, ...</td>
<td>Examination</td>
</tr>
<tr>
<td>WIP04633</td>
<td>08/12/2018</td>
<td>Black Magic Designs Ltd., Sad...</td>
<td>12</td>
<td>AL, EM, GB, IS, JP, KR, OA, RO, S...,</td>
<td>Examination</td>
</tr>
</tbody>
</table>
# Filed Applications

## E-HAGUE

<table>
<thead>
<tr>
<th>WIPO reference</th>
<th>Filing date</th>
<th>Applicant[s]</th>
<th>Locarno Class</th>
<th>Designation[s]</th>
<th>Status</th>
<th>Acknowledgement of receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP04685</td>
<td>04/02/2019</td>
<td>Osaka Naomi</td>
<td>12</td>
<td>JP, KR</td>
<td>Exant</td>
<td>Acknowledgement of receipt</td>
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<tr>
<td>WP04674</td>
<td>18/01/2019</td>
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<td>CA, CH, US</td>
<td>Examination</td>
<td></td>
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<td>Santiago Carmen</td>
<td>10</td>
<td>CH, FR, GR, HR, MA, RO, SN</td>
<td>Examination</td>
<td></td>
</tr>
<tr>
<td>WP04644</td>
<td>18/12/2018</td>
<td>North Pacific Designs, Thanos ...</td>
<td>12</td>
<td>EM, GB, JP, KR, RU, US</td>
<td>Examination</td>
<td></td>
</tr>
<tr>
<td>WP04641</td>
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<td>Sadako Takamatsu</td>
<td>12</td>
<td>CH, EM, GB, HU, JP, KR, RU, SG</td>
<td>Examination</td>
<td></td>
</tr>
</tbody>
</table>

- Hover the mouse over any row to see an option in the far right to download an Acknowledgement of Receipt.
Replying to Irregularities
If you have a communication from the IB regarding one of your filed applications, you will see a notice that there is unread communication.*

*NB: Details later in the presentation.
The Type column displays the subject of the communication, such as an invitation to correct one or more irregularities or an invitation to pay.
Communication

<table>
<thead>
<tr>
<th>Reference</th>
<th>Type</th>
<th>Letter</th>
<th>Date</th>
<th>Status</th>
<th>Applicant[s]</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIPO3968 / 987333301</td>
<td>Invitation to correct irregular...</td>
<td>9873345</td>
<td>23/08/2018</td>
<td>A - Replied on 23/08/2018</td>
<td></td>
<td>Reply</td>
</tr>
<tr>
<td>WIPO3968 / 987333701</td>
<td>Invitation to pay</td>
<td>9873344</td>
<td>06/08/2018</td>
<td>A - Waiting for payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIPO3968 / 987334101</td>
<td>Invitation to correct irregular...</td>
<td>9873343</td>
<td>28/07/2018</td>
<td>A - Replied on 26/07/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The Status column displays the most recent action, including if you already replied, if the IB is waiting for your reply, if you already paid a required fee, or if the IB is waiting for payment.
Communication

For items that you require a reply, click the Reply button to initiate a Reply.
**Communication**

Hovering over a row will display further options. Click on the desired button to execute the relevant option.
Note that additional options available from hovering over a row differ depending on type of communication.
**Communication**

**COMUNICATION**

- Selecting History displays all communication between the applicant(s) and the IB.
- Selecting Letter downloads the letter from the IB.
Selecting Reply allows you to write a free text reply (1), submit additional documents (2), or send replacement reproductions (3).
Communication

1 – Entered reply can be deleted by clicking on Clear.
2 – Uploaded Document(s) are automatically renamed.
3 – Upload additional documents by choosing a document type from the list.
1 – Hover over a row of an uploaded reproductions to see the trash icon. Click on this icon to delete the reproduction.
1 – The No Action Required tab lists communication(s) which does not require action from an applicant.
1 – The Archive tab lists an archive of all communication.
Hover over a row to display two additional options:

- View the original letter from the IB; or
- View the complete history of the communication.
Using ePay to Make and Manage Payments
Payment

Once an application is ready for validation and payment, the “Payment/Validat.” button at the top right of the screen will become active (the color will change from grey to blue).

Click the “Payment/Valid.” button to proceed with payment.
Payment – Fee Calculation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International registration basic fee</td>
<td>387.00</td>
</tr>
<tr>
<td>International registration fee for additional designs</td>
<td>19.00</td>
</tr>
<tr>
<td>Level 3 Standard designation fee [RO]</td>
<td>90.00</td>
</tr>
<tr>
<td>Level 3 Standard designation fee for additional designs [RO]</td>
<td>50.00</td>
</tr>
<tr>
<td>Individual designation fee [CA]</td>
<td>900.00</td>
</tr>
<tr>
<td>Individual designation fee [EM]</td>
<td>154.00</td>
</tr>
<tr>
<td>Individual designation fee [JP]</td>
<td>1,330.00</td>
</tr>
<tr>
<td>Individual designation fee [KR]</td>
<td>420.00</td>
</tr>
<tr>
<td>Individual designation fee [RU]</td>
<td>179.00</td>
</tr>
<tr>
<td>Individual designation fee for additional designs [RU]</td>
<td>36.00</td>
</tr>
<tr>
<td>Part 1 of 2 of Individual Designation Fee [Small Entity] [US]</td>
<td>454.00</td>
</tr>
<tr>
<td>Additional fee where the description exceeds 100 words</td>
<td>498.00</td>
</tr>
<tr>
<td>Publication of reproductions [40 x 17.00]</td>
<td>860.00</td>
</tr>
</tbody>
</table>

Total: CHF 4,897.00

1 – Confirm the breakdown of fees and total due.
### Payment – Fee Calculation

#### PAYMENT OF FEES

<table>
<thead>
<tr>
<th>Breakdown of fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International registration basic fee</td>
<td>397.00</td>
</tr>
<tr>
<td>International registration fee for additional designs</td>
<td>19.00</td>
</tr>
<tr>
<td>Level 3 Standard designation fee (RUS) (1 x 90.00)</td>
<td>90.00</td>
</tr>
<tr>
<td>Level 3 Standard designation fee for additional designs (RUS) (1 x 50.00)</td>
<td>50.00</td>
</tr>
<tr>
<td>Individual designation fee (CA) (2 x 500.00)</td>
<td>1000.00</td>
</tr>
<tr>
<td>Individual designation fee (EMI) (2 x 37.00)</td>
<td>154.00</td>
</tr>
<tr>
<td>Individual designation fee (JP) (2 x 885.00)</td>
<td>1770.00</td>
</tr>
<tr>
<td>Individual designation fee (KR) (2 x 210.00)</td>
<td>420.00</td>
</tr>
<tr>
<td>Individual designation fee (RU)</td>
<td>178.00</td>
</tr>
<tr>
<td>Individual designation fee for additional designs (RU) (1 x 38.00)</td>
<td>38.00</td>
</tr>
<tr>
<td>Part 1 of 2 of Individual Designation Fee (Small Entity) (US)</td>
<td>454.00</td>
</tr>
<tr>
<td>Additional fee where the description exceeds 100 words (per word exceeding 100 words) (248 x 2.00)</td>
<td>998.00</td>
</tr>
<tr>
<td>Publication of reproductions (40 x 17.00)</td>
<td>680.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4897.00</strong></td>
</tr>
</tbody>
</table>

*In case of deferment, the applicant wishes to pay the fees at the latest 3 weeks before the expiration of the deferment period*

2. If deferment of publication has been chosen, you may check this box to pay the fees at the latest 3 weeks before the expiration of the deferment period.

*If deferment has not been chosen, this box will be inactive*
1 – See a summary of the present application

2 – Preview the reproductions and how they will be published

*If you find errors, return to your application and amend it as necessary.
1 – After confirmation of the present application, check the confirmation box and click the Send button

*After clicking “Send” no further amendments to the application are possible.
If this is your first time using ePay you will be required to enter additional details. First, choose your payee type.
Payment by Current Account

If you choose to pay with a WIPO Current Account, login to your account via the above screen.

WHAT IS A CURRENT ACCOUNT?

A Current Account is a special financial account administered by WIPO. The account is managed in Swiss francs (CHF). It can be used to make payments relating to any WIPO service.

- General Information
- Open a Current Account

I ALREADY HAVE A CURRENT ACCOUNT AT WIPO

If you already have a Current Account, please login with your previous credentials (so that we can link your WIPO Account with the Current Account number you used to access).

Username *

Password *
**Payment – Individual**

Are you paying as *
- holder of a Current Account at WIPO
- Individual
- Company/Organization
- Existing customer

Name *
Jonah Asher

Address *

City *

Postcode/Zip *

Country *

---

* For an Individual, enter your contact information.
## Payment – Company/Organization

- **Are you paying as:**
  - [ ] holder of a Current Account at WIPO
  - [ ] Individual
  - [x] Company/Organization
  - [ ] Existing customer

- **Company/Organization** *(WIPO)*

- **Address** *

- **City** *

- **Postcode/Zip** *

- **Country** *

For a Company/Organization, enter contact information (a personal name is not required).
If you are an existing customer, enter your customer number and company/organization name.
Payment by WIPO Current Account

If you are logged in with a WIPO account associated with a WIPO current account payment will automatically be deducted from your WIPO current account and you will automatically be returned to your eHague workbench.

Payment confirmation (shown above) is accessible through ePay.
Payment Without a WIPO Current Account

After choosing your payee type, or if you have previously associated your account with a type except a WIPO Current Account, you will see the above screen.

1 – Choose your payment method: credit card, PayPal, or bank transfer.

2 – Click “Continue”
Payment by Credit Card

- In the case of a credit card payment, first select your credit card type.

- Visa
- Mastercard
- American Express
- Diners Club

Secure payment by Datatrans
Payment by Credit Card

- Then enter your credit card information and click on the Pay button.
Payment by Credit Card

Enter your credit card verification password, if required.
If your payment is successful you will receive the above payment success screen.
Payment by Credit Card

1 – Click “Continue” after confirming successful payment

! – To ensure your application is completed and you can return to the workbench download the Acknowledgement of Receipt, do not click on any ePay navigation item.
Payment by PayPal

If you choose to pay with PayPal, you will be greeted with the PayPal login screen.

You may pay with a PayPal account or without an account using a debit or credit card.
Choose your PayPal payment method and click the Continue button.
Payment by PayPal

Payment subject: Fee for Hague electronic filing
Basket number: EPMT-959B-SS93
Basket status: Processing
Amount due: 558.00 CHF
Payment status: Paid
Payment means: PayPal

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount due</th>
<th>Amount received</th>
<th>Payment status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAG/WIPO3914</td>
<td>558.00 CHF</td>
<td></td>
<td>Paid</td>
</tr>
</tbody>
</table>

- After payment is processed, you will return to ePay.
- Make sure to click the Continue button to complete the processing of your application via eHague.
Select bank transfer and click the continue button. You will automatically be redirected to your eHague workbench.
Payment by Bank Transfer

**PAYMENT DETAILS**

The International Bureau of WIPO will send a receipt within 10 days of the date your bank or postal transfer is received. If you do not receive a WIPO receipt within 10 days of submitting your payment, please contact us.

Please ensure that the Reference is included in your bank transfer; failure to do so will lead to your application not being processed.

<table>
<thead>
<tr>
<th>Beneficiary WIPO/OMPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBAN CH51 0493 5048 7080 6100 0</td>
</tr>
<tr>
<td>Swift/BIC CRESCHZZ80A</td>
</tr>
<tr>
<td>Bank Credit Suisse, 1211 Geneva 70, Switzerland</td>
</tr>
<tr>
<td>Reference to include in your payment EPMT-9AC7-5AWH</td>
</tr>
</tbody>
</table>

Total amount due **CHF 2845.00**

Send me these payment details by email

**BASKET [EPMT-9AC7-5AWH]**

- Payment subject: Fse for Hague electronic filing
- Basket number: EPMT-9AC7-5AWH
- Basket status: Waiting for payment
- Amount due: **2845.00 CHF**
- Payment status: Unpaid
- Payment means: Bank transfer

Navigate to ePay to find the payment details shown above.
Payment by Bank Transfer

I DON'T WANT TO PAY BY BANK TRANSFER BUT WANT TO PAY BY ANOTHER MEANS

This action will only cancel the payment process in ePay to allow you to make the payment by another means (e.g. Credit Card). If you have already initiated a payment instruction via your bank and wish to cancel the transfer of funds from your bank, then you must contact your bank directly.

Pay another way

If you want to pay another way instead, click the “Pay another way” button and choose the desired payment method.
Payment Confirmation Receipt

You will receive a payment confirmation email from ePay.

If you receive this email this confirms that your application was successfully paid and sent.

The payment transaction was successful. The amount of 1,009.00 CHF will be charged to your credit card. Please indicate the transaction number for any claim relating to this payment.

Thank you for your payment.

Contact Us
View and Manage Payments

Login to [https://www3.wipo.int/epayweb2](https://www3.wipo.int/epayweb2) to access a history of all paid and unpaid items related to your application(s).
## Acknowledgement of Receipt

### E-HAGUE

**New** | Filed application[s] (48) | Draft[s] (27) | E-filing communication | E-filing tutorial
---|---|---|---|---

<table>
<thead>
<tr>
<th>WIPO reference</th>
<th>Filing date</th>
<th>Applicant(s)</th>
<th>Locarno Class</th>
<th>Designation(s)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIPO4419</td>
<td>01/03/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIPO4538</td>
<td>26/03/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIPO4533</td>
<td>26/03/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIPO4348</td>
<td>08/02/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIPO4404</td>
<td>08/02/2019</td>
<td></td>
<td></td>
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<tr>
<td>WIPO4554</td>
<td>08/02/2019</td>
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<td>WIPO4585</td>
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</tr>
<tr>
<td>WIPO4834</td>
<td>18/01/2019</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIPO4567</td>
<td>14/01/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**1** – Hover over a row and click on “Acknowledgement of receipt” to download a PDF of this document.
Hague Member Profiles Database (HMP)
Hague Member Profiles Database

Hague Member Profiles

Access a wide range of information on the practices and procedures of Hague System members. Simply select the member(s) or groups of members of interest to you, and choose the type of information you want to see.

<table>
<thead>
<tr>
<th>Which member(s) are you interested in?</th>
<th>What type(s) of information are you looking for?</th>
</tr>
</thead>
<tbody>
<tr>
<td>All members</td>
<td>All available information</td>
</tr>
<tr>
<td>Groups of Members</td>
<td>General Information</td>
</tr>
<tr>
<td>No Deferment</td>
<td>Information on Designated Contracting Party</td>
</tr>
<tr>
<td>Limited Deferment</td>
<td>Information on Applicant's Contracting Party</td>
</tr>
<tr>
<td>African Intellectual Property Organization (OA)</td>
<td></td>
</tr>
<tr>
<td>Albania (AL)</td>
<td></td>
</tr>
<tr>
<td>Armenia (AM)</td>
<td></td>
</tr>
<tr>
<td>Azerbaijan (AZ)</td>
<td></td>
</tr>
<tr>
<td>Belize (BZ)</td>
<td></td>
</tr>
<tr>
<td>Benelux (BX)</td>
<td></td>
</tr>
<tr>
<td>Benin (BJ)</td>
<td></td>
</tr>
<tr>
<td>Bosnia and Herzegovina (BA)</td>
<td></td>
</tr>
<tr>
<td>Botswana (BW)</td>
<td></td>
</tr>
</tbody>
</table>

Resources
- Contracting parties
- Declarations made under the Hague Agreement
- User Guide
- Hague System News

Tip: Select Groups of Members for a fast track to find members which do not allow deferment of publication or allow it for a limited period.

Accessible via the Hague Portal at the WIPO Website

Or directly at: https://www.wipo.int/hague/memberprofiles/#!/
Hague Member Profiles Database

Access a wide range of information on the practices and procedures of Hague System members. Simply select the member(s) or groups of members of interest to you, and choose the type of information you want to see.

**Choose search criteria in left-hand column**

**Click on the Search button at the top right or bottom left of the screen**
Results as displayed in the interface

Click on a the name of a Contracting Party in the left-hand Summary column to move to that Contracting Party
Hague Member Profiles Database

BRUNEI DARUSSALAM (BN)

General Information

Contact Information:
Contact for all matters relating to the Hague System
Brunei Intellectual Property Office (BruIPO)
Industrial Design Registry
Block 2D Bangunan Kerajaan, Jalan Kumbang Pasang
Bandar Seri Begawan BA1311
Contact Person/Point: Ms. Shahrinah Yusof Khan, Director General

Telephone: +673 238 0966
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Opening Hours:
Monday to Thursday 8 a.m. to 12:30 p.m. and 2 p.m. to 5 p.m.
Friday 8 a.m. to 12 noon and 2.15 p.m. to 5 p.m.

Membership in the Hague Agreement

Declarations made by the Contracting Party
Deferred publication for a period which is less than 30 months | Article 11(1)(a)
Level of standard designation fee - levels two or three | Rule 12(1)(c)(i)
Maximum duration of protection under the national law | Article 17(3)(c)

Hague Information Notices
Dec 23, 2013 – Declarations made under Articles 11(1)(a) and 17(3) of the 1999 Act and Rule 12(1)(c)(i) of the Common Regulations (level of the standard designation fee concerning international applications): Brunei Darussalam (HAGUE/2013/10)

Nov 8, 2013 – Accession to the 1999 Act: Brunei Darussalam (HAGUE/2013/6)

National and/or Regional Legislation
Thank you!

Hague Website:  www.wipo.int/hague

eHague:        https://www3.wipo.int/HagueEFilingWeb

Demo eHague:  https://www5.wipo.int/HagueEFilingWeb

HMP:          https://www.wipo.int/hague/memberprofiles/#/

Contact Hague: https://www3.wipo.int/contact/en/hague/