

# ■ What's New for Applicants in ePCT

<https://pct.wipo.int>



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PCT eServices  
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# Introduction

## ■ What's New for Applicants in ePCT 4.13

- ❑ Confirm ePCT access rights following a change request under R92bis
- ❑ Signature requirements for ePCT Actions
  - Authorized signatories
  - Authorization to sign on behalf of Applicant / Agent (legal entity)
- ❑ US Filing - natural person as agent
- ❑ Business Continuity Service - change receiving Office to RO/IB before filing

# Confirm ePCT Access Rights (1)

- Easier and faster way of managing access rights following a change request under R92bis
- Up to the applicant to manage IA access in ePCT
  - ❑ New notification “Confirm ePCT access rights” sent to the e-mail of record once R92bis request processed by IB

**Confirm ePCT access rights**

**PCT/IB2024/080072 - T-IB-EP-EN-92B-413-2**

All access rights to this application in ePCT have been suspended following the processing of a change request under Rule 92bis by the IB.

It is the responsibility of the Applicant to verify the current access rights and to remove or update them if required by clicking [here](#).

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Date/Time	22 January 2024 13:00:01 CET
Sent to	<a href="mailto:tamira.lombardi@wipo.int">tamira.lombardi@wipo.int</a>
Name	VESPUCCI PATENTS
Address	Rue du Reine Fabiola 28 23535 Bruxelles
Telephone number	+36165611

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Current access rights

Sonnia GARCIA	<a href="mailto:sonnia.garciam@wipo.int">sonnia.garciam@wipo.int</a>	eOwner
EI Mostafa MOUSSAID	<a href="mailto:elmostafa.moussaïd@wipo.int">elmostafa.moussaïd@wipo.int</a>	eOwner
Tam LOMBAR	<a href="mailto:tamira.lombardi@wipo.int">tamira.lombardi@wipo.int</a>	eOwner

Note: Confirm ePCT access rights request expires after 7 days.

# Confirm ePCT Access Rights (2)

■ Notification includes a link to an external page where the applicant has two options

- Remove all access rights
- Keep current access rights

Geneva Jan 22, 2024, 2:17 pm CET

## Confirm ePCT Access Rights

PCT/IB2024/080072

All [access rights](#) to this application in ePCT have been suspended following a change request under Rule 92bis. It is the responsibility of the Applicant to verify the current access rights as shown below and to remove them if required.

Sonia GARCIA	eOwner
El Mostafa MOUSSAID	eOwner
Tam LOMBAR	eOwner

If all access rights are removed, a new [Access Rights Request](#) must be submitted to access this application in ePCT. If current access rights are kept, it is still possible to [manage access rights](#) directly in ePCT.

Access rights \*

- Remove all access rights
- Keep current access rights

I confirm the above decision regarding access rights.

Confirm



# Confirm ePCT Access Rights (3)


- If all access rights are removed, a new Access Rights Request can then be submitted
- If current access rights are kept
  - IA access will be restored
  - Check if access rights should be updated, for example, to add or remove any eOwner, eEditor or eViewer

# Confirm ePCT Access Rights (4)

- Link in the notification to confirm ePCT access rights is valid for 7 days
- Reminder sent one day before the expiry date
- If expired, it is possible to resend the notification

Expired Confirm ePCT access rights request - PCT/CL2024/080005 - T-CL-CL-R92B-1-2024 - TEST

 NoReply  
To  LOMBARDI Tamira  
Signed By trainee1.pct@wipo.int

 If there are problems with how this message is displayed, click here to view it in a web browser.

**WIPO**

**PCT/CL2024/080005 - T-CL-CL-R92B-1-2024**

The link to confirm ePCT access rights request for this IA has expired.

[Resend a new link](#) [the new link will expire after 7 days]

# Confirm ePCT Access Rights (5)

## *Examples*

- If R92bis request concerns
  - Change of applicant (same agent remains)
    - notification sent to the current e-mail of record
    - agent's access rights can be kept
  - Change of agent
    - notification sent to the new e-mail of record
    - up to the new agent to remove access rights of the former agent and then request access rights

# Confirm ePCT Access Rights (6)

## Workbench view

Current IAs					Last Accessed	Draft IAs	Draft Actions	Unpublished	
Filter applied					Save filter	Download list	Columns	Show rows [ALL]	Default
<input type="checkbox"/>	IA Number ⇅	IA Status ⇅	Change not yet processed + notification not sent yet		File Ref ⇅				
<input type="checkbox"/>	<a href="#">PCT/IB2024/080089</a>	Access suspended			<a href="#">T-IB-EP-EN-R92B-1-2024-1</a>				
<input type="checkbox"/>	<a href="#">PCT/IB2024/080072</a>	<a href="#">Access rights pending confirmation</a>	Change processed + notification sent		<a href="#">T-IB-EP-EN-92B-413-2</a>				



# Confirm ePCT Access Rights (7)

## Workbench view

<input type="checkbox"/>	<a href="#">PCT/AU2022/099006</a>	New IA - RO Phase	<a href="#">T-ertetr</a>
<input type="checkbox"/>	<a href="#">PCT/IB2022/082859</a>	<a href="#">Access rights pending confirmation</a>	<a href="#">T-7979</a>
<input type="checkbox"/>	<a href="#">PCT/IB2022/082884</a>	Not y	

Confirm ePCT Access Rights X

PCT/IB2023/0123456 FILE-REF-XXX  
Date: 31 Marsh 2023 18:10:00 CEST  
Sent to: [moussaid@wipo.int](mailto:moussaid@wipo.int)

All access rights to this application in ePCT have been suspended following a change request under Rule 92bis.

It is the responsibility of the Applicant to verify the current access rights and to remove or update them if required by clicking [here](#).

Current access rights:

Riadh Ben ghachem [benghachem@wipo.int](mailto:benghachem@wipo.int) eOwner  
Ann Bardini [ardini@wipo.int](mailto:ardini@wipo.int) eOwner  
Sonia Garcia [garcia@wipo.int](mailto:garcia@wipo.int) eOwner

# Confirm ePCT Access Rights (8)

## *IA view*

- A banner indicating the pending status of the IA access in ePCT: access suspended
- Possible to “View notification” by clicking the dedicated link

PCT/IB2024/080072 Close

All access rights to this application in ePCT have been suspended following a change request under Rule 92bis. A notification has been sent to the Applicant to verify current access rights and to remove them if required. [View notification](#) [Learn more](#)

**IMPORTANT** - All access to the IA in ePCT is suspended until the Applicant confirms the access rights.

# Confirm ePCT Access Rights (9)

## *Tips for R92bis Change Request*

- Recommended to use the [ePCT Action - Rule 92bis change request](#)
  - Data directly imported for processing
- ePCT access are not suspended for the following changes
  - adding a new party (regardless of the party type)
  - change of nationality, residence, country of address, telephone, e-mail address, or applicable designations

# Confirm ePCT Access Rights (10)

## *Tips for R92bis Change Request*

- Always provide an e-mail address for communication purpose
- Change of Agent by submitting a POA
  - Always provide an accompanying letter indicating the e-mail address of the new agent and if applicable, also the new file reference
- Change of a Party using ePCT Action
  - Use the edit button to overwrite the existing data
  - Avoid to delete the former party then add a new one
  - For a change in person (not only a change of the name), remember to confirm it in the dedicated pop-up

# Confirm ePCT Access Rights (11)

## *Tips for R92bis Change Request*

### ■ Change of Applicant + Agent

- R92bis change request can be signed by the new agent if the following documents are also submitted
  - documentary evidence for the change of applicant, such as an assignment showing the transfer of rights
  - POA from the new applicant appointing the new agent

### ■ Change from Applicants/Inventors to Inventors only

- Specify the new order of the inventors after change if different with originally filed

# Confirm ePCT Access Rights (12)

[ePCT tutorial](#)



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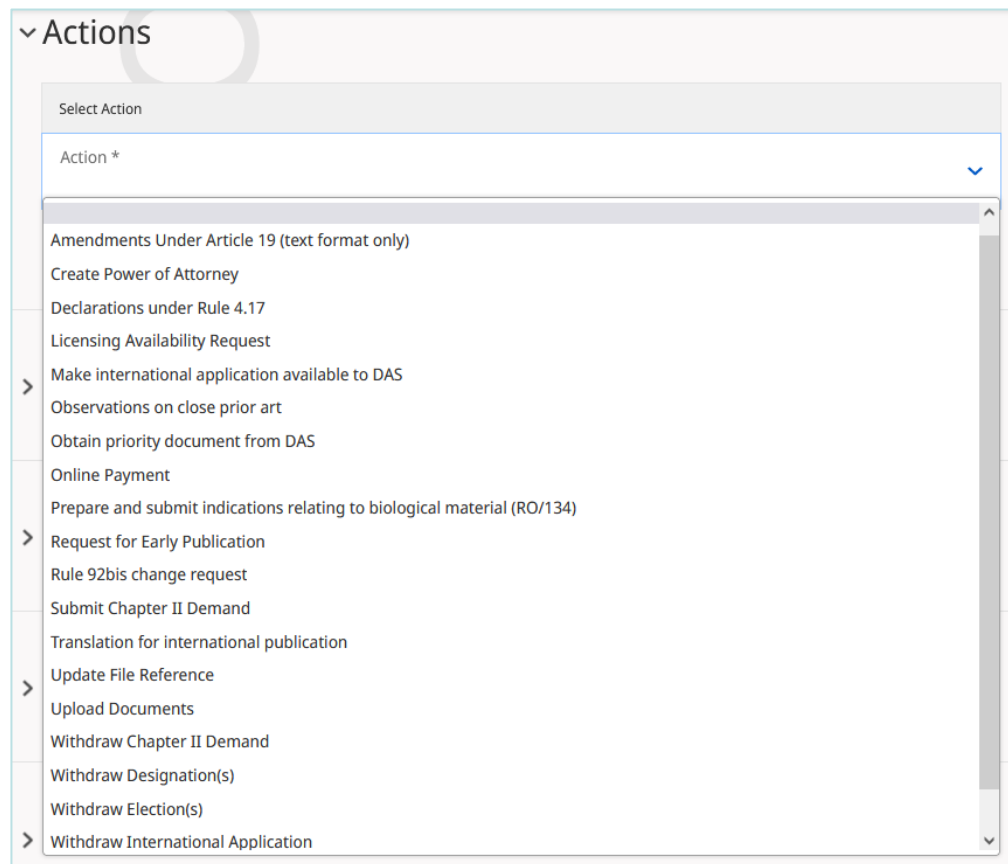
ePCT Tutorial

**Manage Access Rights  
following a Rule 92bis  
change request**

# Signature Requirements (1)

## *ePCT Actions*

- Actions enable users to prepare and submit post-filing requests / documents online in ePCT, benefiting from pre-filled bibliographic data and automated validations



The screenshot shows a web interface for selecting an action. At the top, there is a dropdown menu labeled "Actions". Below it is a "Select Action" section with a search bar and a list of actions. The list includes:

- Amendments Under Article 19 (text format only)
- Create Power of Attorney
- Declarations under Rule 4.17
- Licensing Availability Request
- > Make international application available to DAS
- Observations on close prior art
- Obtain priority document from DAS
- Online Payment
- Prepare and submit indications relating to biological material (RO/134)
- > Request for Early Publication
- Rule 92bis change request
- Submit Chapter II Demand
- Translation for international publication
- > Update File Reference
- > Upload Documents
- Withdraw Chapter II Demand
- Withdraw Designation(s)
- Withdraw Election(s)
- > Withdraw International Application

# Signature Requirements (2)

## *Authorized Signatories*

- Update to ePCT Actions regarding “Signatory” drop-down list in the signature section
  - ❑ Only authorized signatories are available for selection
  - ❑ Other parties are greyed-out with an indication of “[not authorized to sign]” next to the name and capacity

Submit Request

Add informal message

Signature type

- Text signature
- Image signature
- Document(s) signed by Applicant/Agent included in the attachment(s)
- External Signature

Signatory \*

- BISCOTTO, Chantale [Applicant and inventor]
- ABC COMPANY LTD [Applicant][not authorized to sign]
- ROSSI, Walter [Applicant][not authorized to sign]
- VESPUCCI, Amina Ariana [Agent]
- ALBERTON, Tom [Applicant and inventor][not authorized to sign]



# Signature Requirements (3)

## *Authorized Signatories*

- Authorized signatories are parties authorized to sign on behalf of the applicant(s)
  - Agent
  - Common representative
  - Deemed common representative
  
- Update implemented for most of the ePCT Actions
  - Exceptions
    - Upload Documents
    - Submit Chapter II Demand ⇒ IPEA
    - Actions for Withdrawal (IA, priority claim, demand, designation / election)

# Signature Requirements (4)

*Authorization to sign on behalf of Applicant / Agent (legal entity)*

- In the signature section, a checkbox is added for the signatory to confirm the authorization to sign on behalf of the Applicant / Agent (legal entity)
- Checkbox added for all ePCT Actions, except
  - Submit Chapter II Demand ➔ IPEA
- Note: For filing to RO/IB only, the same checkbox had been added for the Applicant (legal entity) and is now also available for the Agent (legal entity)

# Signature Requirements (5)

*Authorization to sign on behalf of Applicant (legal entity)*

## ■ Applicant (legal entity)

- A mandatory checkbox in the Action signature section:  
“I confirm that I am authorized to sign on behalf of the applicant indicated above.”

The screenshot shows a 'Send Request' form with the following fields and options:

- Add informal message
- Signature type
  - Text signature
  - Image signature
  - External Signature
- Signatory \*  
ABC COMPANY [Applicant]
- Name of signatory \*  
Jane Jones
- I confirm that I am authorized to sign on behalf of the applicant indicated above. \*
- Signature (should include name) \*  
/
- Autofill with signatory name

Buttons: Cancel, Save draft, Preview, Submit

# Signature Requirements (6)

*Authorization to sign on behalf of Applicant (legal entity)*

- ❑ Authorization indication on the rendered document after the Action is submitted

Signature:	/Jane Jones/
Signatory:	ABC COMPANY (Applicant)
Name of signatory:	Jane Jones
Authorization:	I confirm that I am authorized to sign on behalf of the applicant indicated above.
Date:	03 April 2024 11:15:01 CEST
User Name:	Jiao MO
Authentication:	Sign-in with strong authentication

# Signature Requirements (7)

## *Authorization to sign on behalf of Agent (legal entity)*

### ■ Agent (legal entity)

- A mandatory checkbox in the Action signature section:  
“I confirm that I am an agent authorized to sign on behalf of the agent law firm indicated above.”

The screenshot shows a 'Send Request' form with the following fields and options:

- Add informal message
- Signature type
  - Text signature
  - Image signature
  - External Signature
- Signatory \*  
PATENT LAW FIRM [Agent]
- Name of signatory \*  
Jane Smith
- I confirm that I am an agent authorized to sign on behalf of the agent law firm indicated above \*
- Signature (should include name) \*  
/
- Autofill with signatory name (button)
- Cancel (button)
- Save draft (button)
- Preview (button)
- Submit (button)

# Signature Requirements (8)

*Authorization to sign on behalf of Agent (legal entity)*

- ❑ Authorization indication on the rendered document after the Action is submitted

Signature:	/Jane Smith/
Signatory:	PATENT LAW FIRM (Agent)
Name of signatory:	Jane Smith
Authorization:	I confirm that I am an agent authorized to sign on behalf of the agent law firm indicated above
Date:	03 April 2024 11:28:43 CEST
User Name:	Jiao MO
Authentication:	Sign-in with strong authentication

# US Filing - Natural Person as Agent

- For filing to RO/US, only a natural person can be appointed as an agent
- When entering the agent's information in ePCT
  - “Legal entity” is greyed-out
  - “Natural person” is selected by default

Name SMITH, Jane Party Agent

Party

- Agent
- Common representative
- Address for correspondence (no agent or common representative appointed)

Type \*

- Legal entity
- Natural person

First Name \*  
Jane

Last Name \*  
SMITH

Street address \*  
Memphis Avenue 687 SW

Check this box if no street address is applicable.

City \*  
Boston

Country or territory \*  
US - United States of America

Postal Code  
9853414

State  
MA - Massachusetts

# Preview Rendering of Document after Submission

- For clarity purpose, “View document as it will be rendered at the IB” has been renamed to “Preview rendering of document after submission”

## Documents

1 issue

Information only: [D2.2] [AppBody-Sample-English.pdf] PDF document appears to be greyscale. You are advised to upload black and white PDF documents only.

[Add sequence listing part of the description](#)

The specification is attached as: PDF format - single specification for description, claims, abstract [\[drawings can be included or attached separately\]](#)  
Single specification document [AppBody-Sample-English.pdf](#) EN - English (10 pages) 233.6 KB [Preview rendering of document after submission \[TIFF-based PDF\]](#)  
Description (6 pages) - [Preview rendering of pages after submission \[TIFF\]](#)  
Claims (2 pages) - [Preview rendering of pages after submission \[TIFF\]](#)  
Abstract (1 page) - [Preview rendering of pages after submission \[TIFF\]](#)  
Drawings (1 page) [Preview rendering of drawings for publication](#) - [Preview rendering of pages after submission \[TIFF\]](#)  
Figure of the drawings which should accompany the abstract 0  
Drawing text  
The specification contains color or greyscale  
Title of Invention SAMPLE APPLICATION  
Abstract (Word count: 61) This is a sample text. The abstract must consist of a summary of the disclosure as contained in the description, the claims and any drawings. Where applicable, it must also contain the most characteristic chemical formula. The abstract must be as concise as the disclosure permits (preferably 50 to 150 words if it is in English or when translated into English).



# Business Continuity Service (1)

*Change receiving Office to RO/IB before filing*

## ■ Business Continuity Service (BCS)

- IMPORTANT** - BCS is a backup solution to be used only if ePCT is unavailable for technical reasons or you are unable to log in ePCT with your WIPO Account
  - Please use ePCT system whenever possible to benefit from the full range of functions and validations
- When preparing a draft application in BCS, it is now possible to change the selected receiving Office to RO/IB if another receiving Office has been previously selected

# Business Continuity Service (2)


*Change receiving Office to RO/IB before filing*

- Example: the applicant needs to request the restoration of the right of priority, but the previously selected receiving Office does not accept such a request

## DEMO-DRAFT-NEW-IA ^

[Preview RO/101](#) [Review & File](#)

Download ePCT-Filing data package (RO format: zip file)

RO/EG - Egypt	<b>Change receiving Office to RO/IB</b>	Language of Request EN - English
Applicant/agent's file reference DEMO-DRAFT-NEW-IA		Language of filing of the international application EN - English
Current date and time at recipient Office Thursday, February 1, 2024, 10:19 am EET		
Filing method ePCT Business Continuity Service		

# ePCT HELP

## ■ PCT eServices Help Desk

□ Tel: +41 22 338 9523

□ Email: [pct.eservices@wipo.int](mailto:pct.eservices@wipo.int)

□ Live Chat & Web Contact Form available via  
FAQ answers

□ Monday to Friday, 9am-6pm Geneva time (CET)

# Thank you!



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# Q & A

