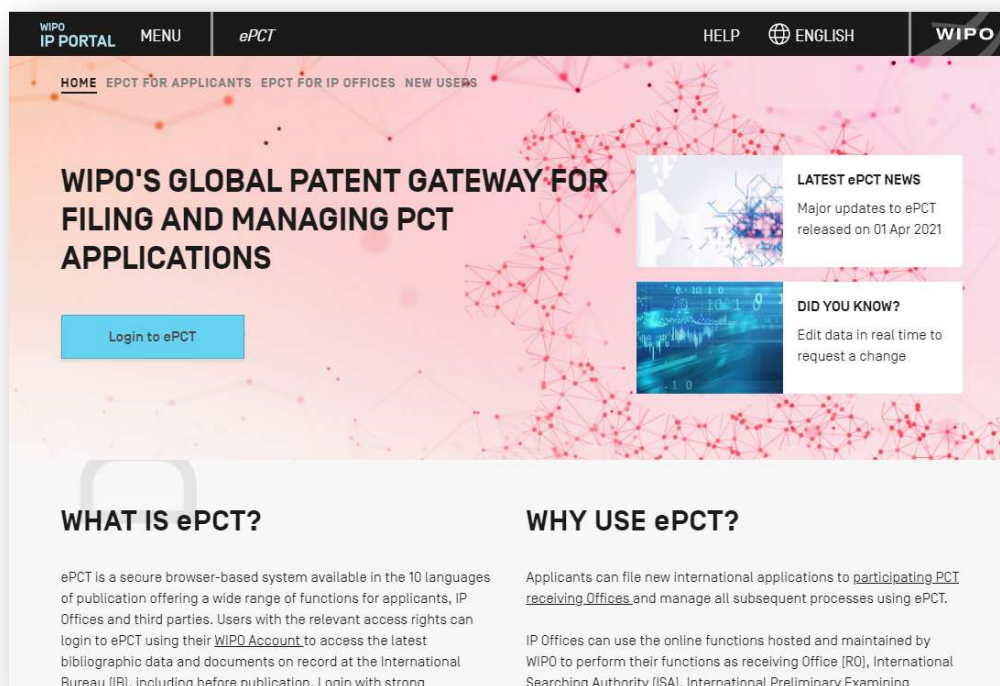


ePCT for receiving Offices, Designated Offices and International Authorities

Office User Guide

ePCT version 4.10



The screenshot shows the WIPO ePCT website interface. At the top, there is a navigation bar with 'WIPO IP PORTAL', 'MENU', 'ePCT', 'HELP', 'ENGLISH', and 'WIPO'. Below the navigation bar, there are links for 'HOME', 'EPCT FOR APPLICANTS', 'EPCT FOR IP OFFICES', and 'NEW USERS'. The main content area features a large heading: 'WIPO'S GLOBAL PATENT GATEWAY FOR FILING AND MANAGING PCT APPLICATIONS'. Below this heading is a blue button labeled 'Login to ePCT'. To the right, there are two news boxes: 'LATEST ePCT NEWS' with the text 'Major updates to ePCT released on 01 Apr 2021' and 'DID YOU KNOW?' with the text 'Edit data in real time to request a change'. At the bottom, there are two sections: 'WHAT IS ePCT?' and 'WHY USE ePCT?'. The 'WHAT IS ePCT?' section describes ePCT as a secure browser-based system available in 10 languages, offering a wide range of functions for applicants, IP Offices, and third parties. The 'WHY USE ePCT?' section lists the benefits for applicants and IP Offices, including the ability to file new international applications and manage subsequent processes.

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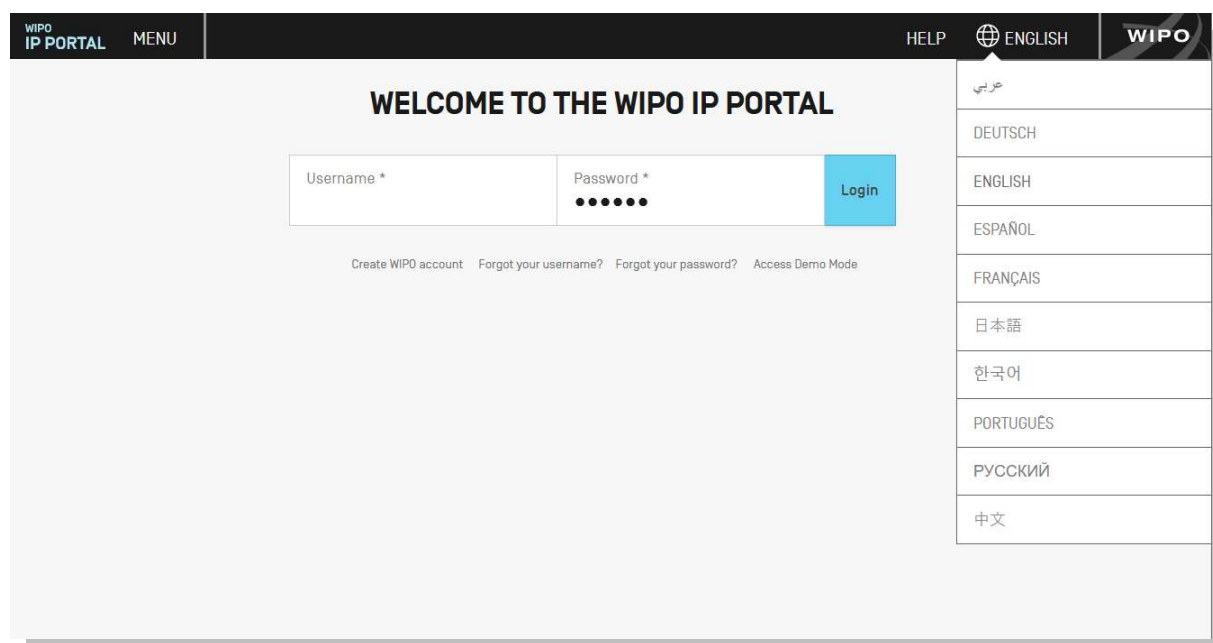
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GENERAL

WHAT IS EPCT FOR OFFICES?

The ePCT system for receiving Offices (RO), International Authorities and Designated Offices, provides secure online access to documents and bibliographic data held by the International Bureau (IB) in respect of International Applications (IA) filed as of January 1, 2009. Office users can view the latest bibliographic data and documents in the International Bureau's files for IAs where the Office acts in the relevant role and, can upload, process and transmit, to the IB or other Offices new documents related to an IA. The ePCT system also includes other features in the form of 'Actions' including the ability for receiving Offices to register new IAs and to add documents relevant to RO processing before Record Copy is sent to the IB, the transmission of new IAs to the Receiving Office of the IB, the transmission of Record Copies, Priority Documents, and data relating to the withdrawal of the international applications and/or priority claims.

The ePCT graphical user interface is available in all 10 languages of international publication (Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian and Spanish). You can choose your preferred language in the dropdown list of languages located in top right of the login screen:



HOW CAN I ACCESS EPCT?

To use ePCT for Offices, follow the step-by-step process for new IP Office users at: <https://pct.wipo.int/ePCT/about-newusers.xhtml>.

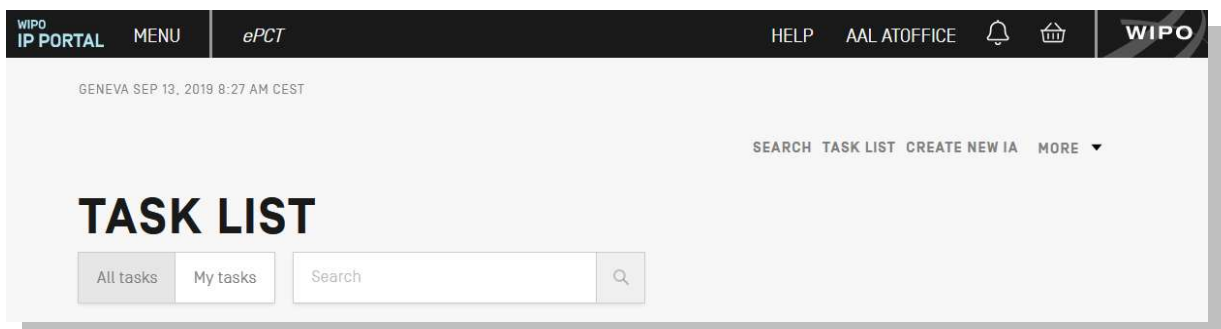
To modify your WIPO Account details, to change your password or to set a new authentication method, refer to the WIPO Account [FAQ \(https://www.wipo.int/ipportal-](https://www.wipo.int/ipportal-)

[support/wipoaccount/faq](#)s or [HOW TO \(https://www.wipo.int/ipportal-support/wipoaccount/howto\)](https://www.wipo.int/ipportal-support/wipoaccount/howto) pages.

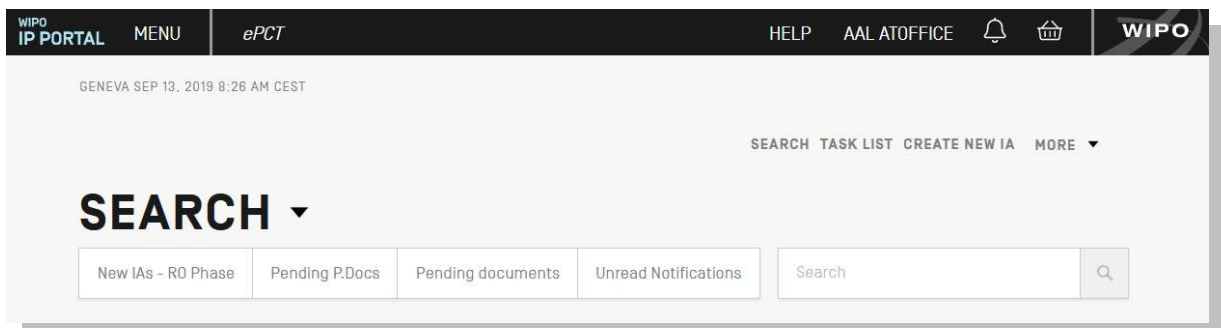
WHAT EXTENT OF PROCESSING CAN BE DONE BY MY OFFICE USING EPCT?

Depending on the capacity of your Office (RO, ISA, IPEA or DO) and the access roles assigned to you as Office user, you will get one of the following of options:

- **Task List** as default screen, **Search** and **Create New IA**: if your Office is acting as RO and has the processing enabled in ePCT.
- **Search** and **Create New IA**: if your Office is acting as RO and does not have the processing enabled in ePCT
- Only **Search** and **Task List**: if your office is acting in a different role than RO and has the processing enabled (e.g. Office acting as ISA/IPEA only)



- Only **Search**: if your office is acting in a different role than RO and does not have the processing enabled (e.g. Office acting as ISA/IPEA only)



WHAT IS THE PROFILE OF MY OFFICE?

The Office Profile section summarizes the profile of your Office (settings) as defined in the IB's database. The Office profile defines what processing options have been selected by your Office, indicates which users have access and provides information regarding the treatment of applications such as accepted document distribution methods, signature types and Office closed dates.

To access your office profile, click on your name and select the option 'Office Profiles':

The profile of your Office is set up and maintained by the IB. If you notice any incorrect information or would like to update some of the information then please contact the PCT eServices helpdesk at pct.eservices@wipo.int.

WHAT IS THE ROLE OF THE OFFICE MAIN CONTACT(S) FOR EPCT?

The main contact person(s) nominated by each Office are responsible for all communications with the IB regarding the access of Office users to ePCT, and any other ePCT related subjects. The main contact(s) must be copied on any correspondence regarding any change requests and may be may be nominated per Office role (RO, ISA or IPEA):

WHAT DOES THE OFFICE PROFILE SHOW?

OFFICE USERS

This section of the Office profile allows you to view the list of users at your Office who have a WIPO Account and at least one ePCT access role (ePCT-DO, ePCT-RO, ePCT-ISA or ePCT-IPEA). The list of users per Office is visible only to users from that Office.),

Note: Please note that Office users who have administrator rights cannot access and use ePCT. Administrators can only manage Office WIPO Accounts (e.g. create new users, modify user's data, enable/disable Office WIPO Account, assign access roles, etc.). For more information about the role of the Office Administrator, please contact pct.eservices@wipo.int.

ESEARCH COPY

This section of the Office profile shows the list of competent International Searching Authorities for your receiving Office and the list shows the receiving Offices for which your Office acts as ISA, if applicable:

▼ ESEARCH COPY

AS RECEIVING OFFICE (RO)

IB transmits the search copy to the following International Searching Authorities

EP - European Patent Office (EPO)	Start Date 01 Dec 2016	Distribution Tool PCT-EDI
-----------------------------------	------------------------	---------------------------

AS INTERNATIONAL SEARCHING AUTHORITY (ISA)

IB transmits the search copy on behalf of the following Receiving Offices

AP - African Regional Intellectual Property Organization (ARIPO)	Start Date N/A	Distribution Tool N/A
BH - National Patent Office (Bahrain)	Start Date N/A	Distribution Tool N/A
BR - National Institute of Industrial Property (Brazil)	Start Date 01 Apr 2016	Distribution Tool ePCT Notification+PCT-EDI
CO - Superintendence of Industry and Commerce (Colombia)	Start Date 01 Nov 2016	Distribution Tool ePCT Notification+PCT-EDI
CU - Cuban Industrial Property Office	Start Date N/A	Distribution Tool N/A
DJ - Office of Industrial Property and Commerce of Djibouti (ODPIC)	Start Date 01 Dec 2016	Distribution Tool ePCT Notification+PCT-EDI

Before setting the 'Search Copy to be Sent by the IB' to YES for an ISA, the IB requires to run some validation tests with the ISA in order to make sure that the Search copy package is correctly received and processed by the ISA. Once the IB, ISA and the RO are ready, a start date is defined.

ACCEPTED SIGNATURE TYPES

This section of the Office profile shows for your Office, in its various capacities, the acceptable signature types for electronic document submission.

▼ ACCEPTED SIGNATURE TYPES

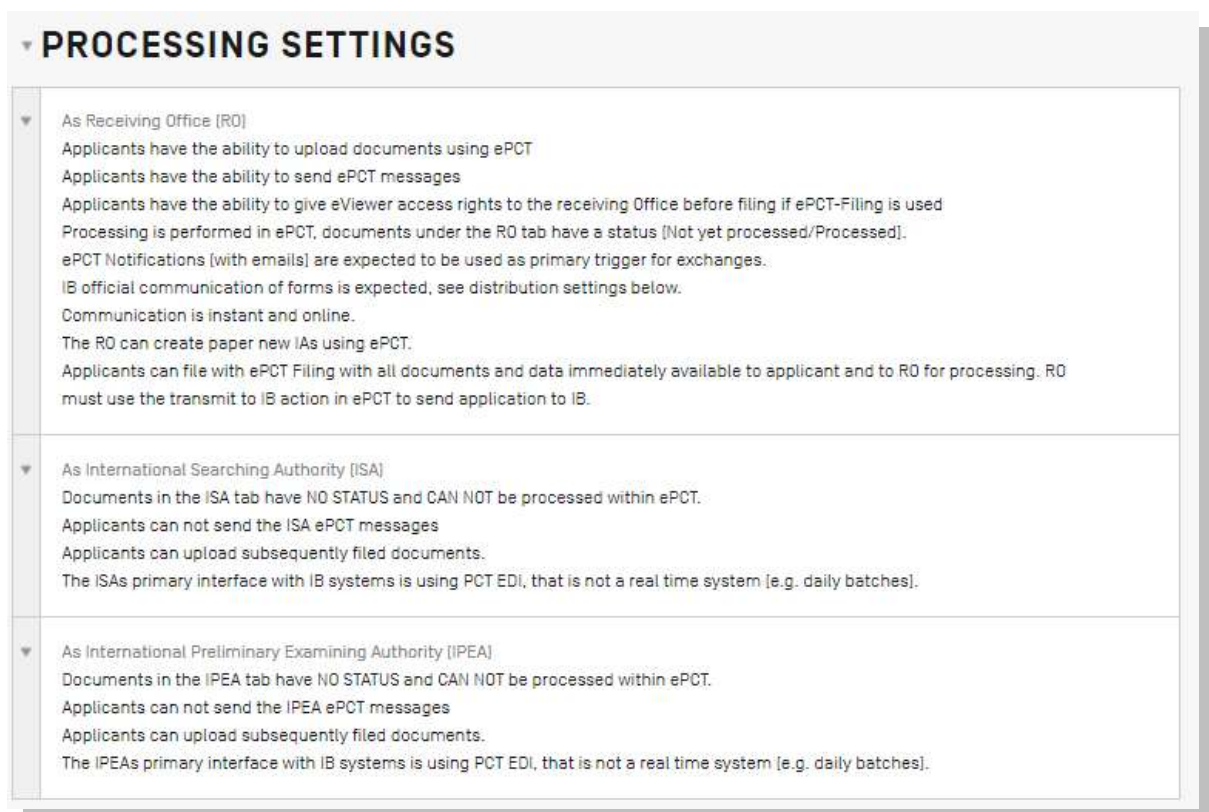
Office Role IPEA	Signature Types Text, Image
Office Role ISA	Signature Types Text, Image
Office Role RO	Signature Types Text, Image

PROCESSING SETTINGS

This section of the Office profile shows whether your Office, in its various capacities, is using ePCT to process documents and whether applicants have the ability to upload and eRoute documents via ePCT to your Office. It also shows whether the office can transmit document and data immediately to the IB, and receive ePCT messages, notifications and use ePCT-filing.

Note: it should be noted that the production and demo systems do not always have the same settings for each Office.

The following screenshot shows the processing settings of your Office in its various capacities (RO, ISA and/or IPEA), noting that for the ISA a second section is available listing the standard clauses registered in the system:



PROCESSING SETTINGS

- As Receiving Office (RO)**
 - Applicants have the ability to upload documents using ePCT
 - Applicants have the ability to send ePCT messages
 - Applicants have the ability to give eViewer access rights to the receiving Office before filing if ePCT-Filing is used
 - Processing is performed in ePCT, documents under the RO tab have a status [Not yet processed/Processed].
 - ePCT Notifications (with emails) are expected to be used as primary trigger for exchanges.
 - IB official communication of forms is expected, see distribution settings below.
 - Communication is instant and online.
 - The RO can create paper new IAs using ePCT.
 - Applicants can file with ePCT Filing with all documents and data immediately available to applicant and to RO for processing. RO must use the transmit to IB action in ePCT to send application to IB.
- As International Searching Authority (ISA)**
 - Documents in the ISA tab have NO STATUS and CAN NOT be processed within ePCT.
 - Applicants can not send the ISA ePCT messages
 - Applicants can upload subsequently filed documents.
 - The ISAs primary interface with IB systems is using PCT EDI, that is not a real time system [e.g. daily batches].
- As International Preliminary Examining Authority (IPEA)**
 - Documents in the IPEA tab have NO STATUS and CAN NOT be processed within ePCT.
 - Applicants can not send the IPEA ePCT messages
 - Applicants can upload subsequently filed documents.
 - The IPEAs primary interface with IB systems is using PCT EDI, that is not a real time system [e.g. daily batches].

Processing settings:

- **Applicants have the ability to upload and eRoute documents using ePCT:** When uploading documents, the applicant can select your Office as recipient. The document will be displayed in the dedicated office sub-tab for documents (e.g. Document for RO). Your Office will be notified each time a document is uploaded.

- **Applicants have the ability to send ePCT messages:** The applicant can select your Office as recipient when sending an ePCT message for an IA. The ePCT message will be visible as new document in the Documents section of the IA and your Office will be notified.
- **Processing is performed in ePCT, documents under the RO section have a status (Not yet processed/Processed):** You will be allowed to rename, process and transmit documents from the Documents section
- **ePCT Notifications (with emails) are expected to be used as primary trigger for exchanges:** Notifications will be sent to your Office using a generic email address
- **IB official communication of forms is expected, see distribution settings below:** your Office will be notified each time one of the elected IB forms is created by the processing team at IB
- **Communication is instant and online:** The notifications are immediately sent by email and visible in the ePCT Notifications tab
- **The RO can create paper new IAs using ePCT:** recording new applications received in paper.
- **Applicants can file with ePCT Filing with all documents and data immediately available to applicant and to RO for processing. RO must use the 'Transmit to IB' action in ePCT to send application to IB:** Applicants can select your Office as RO when filing a new application through the ePCT-Filing. Your Office users will be able to access the same IA, process it and transmit it to the IB.
- **Applicants can file with ePCT Filing however the application status (and documents and bibliographic data) are only available to the applicant once the RO has transferred the International Application from their system using PCT EDI:** The new IA is automatically sent to your own electronic filing server. The applicant and Office users will be able to access the documents and the data on the IA once the Record Copy is received by the IB.

STANDARD CLAUSES

This section of the Office profile shows the list of standard clauses configured for use by the International Searching Authority.

STANDARD CLAUSES AS INTERNATIONAL SEARCHING AUTHORITY (ISA)

[EN] [Insert description of feature] would not have been obvious to a person skilled in the art from the cited documents, when taken individually or in any combination. Claim[s] \$(claims) therefore involve[s] an inventive step.

[EN] Claim[s] \$(claims) involve[s] an inventive step and therefore complies/comply with PCT Article 33(3).

[EN] Document D1 discloses Document D2 discloses [Insert description to explain lack of inventive step]. It would have been obvious to a person skilled in the art to arrive at the matter defined in claim[s] ... by combining the teachings of documents D1 and D2. EITHER: Document[s] ... therefore show[s] that claim[s] ... do[es] not involve an inventive step. OR: Document[s] ... when combined with document[s] ... therefore show[s] that claim[s] ... do[es] not involve an inventive step.

CURRENT DISTRIBUTION

This section shows the list of distribution means (paper, CDVD, ePCT, PCT-EDI, etc.) per Office capacity and the list of documents that your Office has chosen to receive from the IB.

Once ePCT is set up as the distribution method for the delivery of PCT Forms to your Office from the IB, you will be notified by e-mail (to the Office-Role e-mail address specified) and by an ePCT Notification (in the ePCT Notifications tab) about the receipt of such Forms.

▼ CURRENT DISTRIBUTION

▼ **As Receiving Office [RO]**
 Email epct@patentamt.at
 Physical address Austrian Patent Office Dresdner Strasse 87 P.O.B. 95 A-1200 Wien, AT - Austria
 Telephone [43-1] 53424-0
 Fax +43153424200
 Current distribution ePCT
 ePCT ib301 *, ib307 *, ib310 *, ib313 *, ib316 *, ib317 *, ib318 *, ib319 *, ib321 *, ib322 *, ib323 *, ib335 *, ib339 *, ib344 *, ib345 *, ib370 *, ib371 *

▼ **As International Searching Authority [ISA]**
 Email epct@patentamt.at
 Physical address Austrian Patent Office Dresdner Strasse 87 P.O.B. 95 A-1200 Wien, AT - Austria
 Telephone [43-1] 53424-0
 Fax +43153424200
 Current distribution ePCT, PCT-EDI
 ePCT ib301 *, ib306 *, ib307 *, ib310 *, ib317 *, ib318 *, ib319 *, ib322 *, ib339 *, ib344 *, ib345 *, ib371 *
 PCT-EDI ro106 *, ro107 *, ro108 *, ro114 *, ro118 *, ro123 *, ro136 *

▼ **As International Preliminary Examining Authority [IPEA]**
 Email epct@patentamt.at
 Physical address Austrian Patent Office Dresdner Strasse 87 P.O.B. 95 A-1200 Wien, AT - Austria
 Telephone [43-1] 53424-0
 Fax +43153424200
 Current distribution ePCT
 ePCT ib307 *, ib310 *, ib317 *, ib318 *, ib319 *, ib322 *, ib335 *, ib336 *, ib337 *, ib339 *, ib345 *, ib368 *

The distribution section contains the following information per Office capacity (e.g. RO, ISA, IPEA, DO, EO, etc.):

- **Email address:** generic email address per Office capacity (the email address is communicated by your Office to the IB).
- **Physical address** of your Office

- **Current distribution:** list of documents per distribution means (e.g. the form IB310 is sent via ePCT to the RO and in paper format to the DO). By placing the mouse on the document id (e.g. IB310), a tooltip is displayed showing the address where the document is sent.

Note: Please note that the current distribution methods (e.g. paper, DVD, etc.) used by your Office remain unchanged even if we add ePCT as a new distribution method. Once your Office is comfortable that everything is functioning well, we can remove one or all the distribution methods that you don't need anymore.

OFFICE CLOSED DATES

This section shows your Office closed dates for the current, previous and future years. The current year is displayed by default:

▼ OFFICE CLOSED DATES

Closed weekly on Saturday and Sunday

Additional closed dates per year
2017

Friday, 6 January 2017
Monday, 17 April 2017
Monday, 1 May 2017
Thursday, 25 May 2017
Monday, 5 June 2017
Thursday, 15 June 2017
Tuesday, 15 August 2017
Thursday, 26 October 2017
Wednesday, 1 November 2017
Friday, 8 December 2017
Monday, 25 December 2017
Tuesday, 26 December 2017

OFFICE OUTAGE DATES

This section shows your Office outage dates where online systems have affected the ability to file applications, as notified to the IB, for the current, previous and future years. The current year is displayed by default:

▼ OFFICE OUTAGE DATES

Outage dates per year
2021

No Office outage dates data available for the year selected

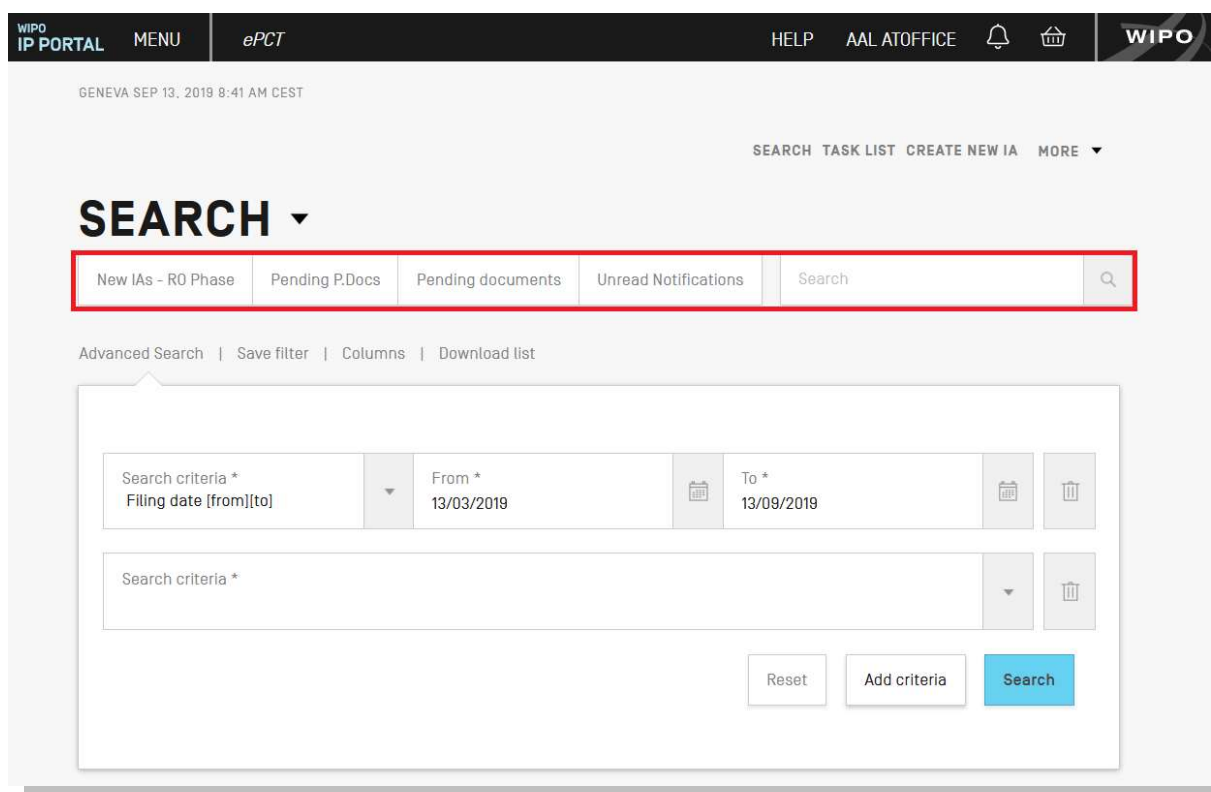
↑

COMMON FEATURES FOR OFFICES

SEARCH INTERNATIONAL APPLICATIONS

QUICK SEARCH

The Search screen allows Office users to search one or multiple IAs using either a simple search field (by IA number, File reference or publication number) or available buttons (Quick Search) to search applications based on predefined search criteria:



New IAs – RO Phase: All applications in status ‘New IA – RO Phase’ that your Office in its capacity as receiving Office has either received electronically or created manually following a paper filing.

Pending P.Docs: All applications which have at least one priority that still has no priority document provided by either the receiving office or the applicant.

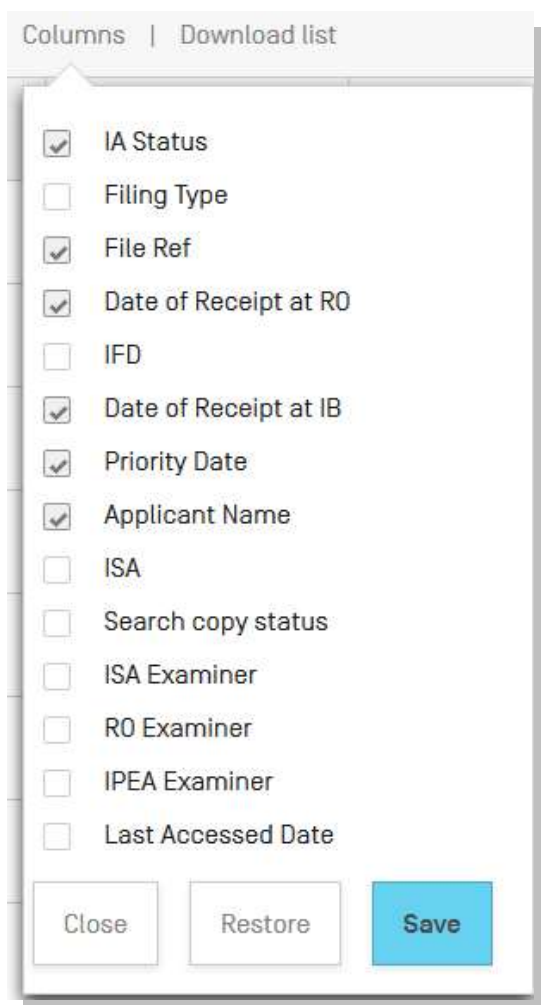
Pending Documents: All applications which have at least one document in status ‘Not yet Processed’ (document should be under the section corresponding to the Office capacity RO, ISA, and IPEA).

Processed but not sent to IB Documents: All applications that have at least one processed document that has not yet been transmitted to the IB.

Unread Notifications: All applications that have at least one unread notification that was sent to the Office.

Important: Offices with RO role only can search only IAs that have been filed in their respective Offices (e.g. SG Office can search only IAs that were filed in RO/SG, the search result should return only applications with the IA number starting with PCT/SGyyyy/nnnnnn). The search result for Offices that have more than one capacity (RO, ISA and IPEA) should be all IAs for which that Office is acting as RO, ISA or IPEA, assuming that the user who conducted the search has the appropriate access role(s). This condition applies to all kinds of searches in ePCT for Offices.

Office users are able to configure individually the columns to be displayed by the system:

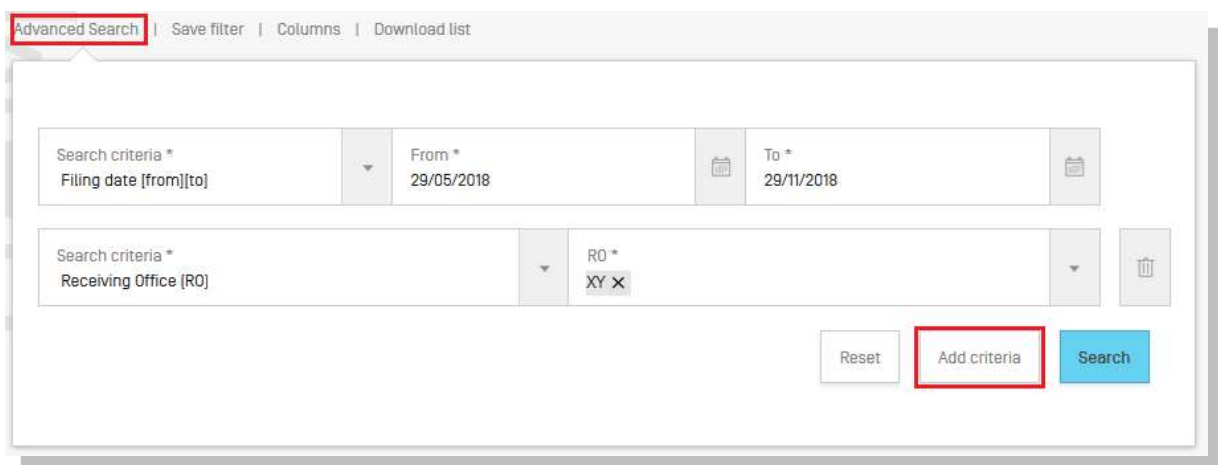


User can save the new preferences by clicking the button 'Save' or restore default list of columns.

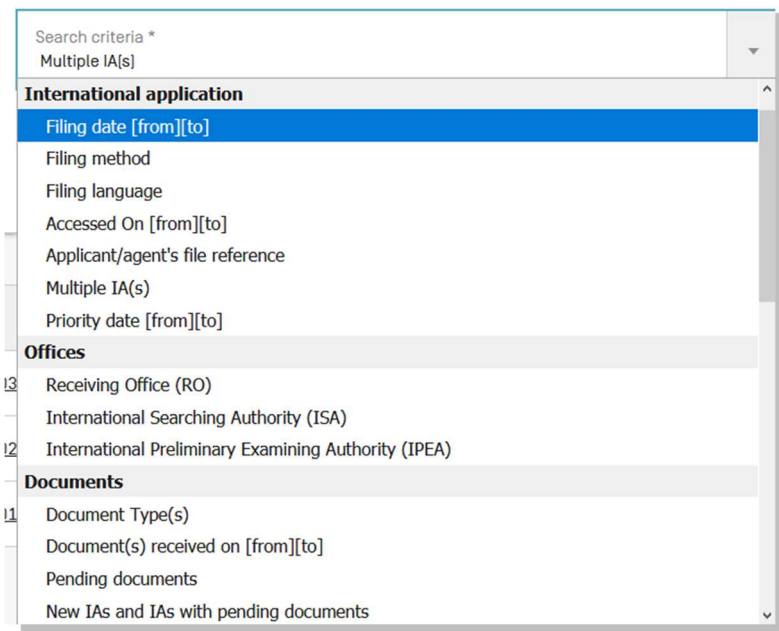
The order of the columns can be modified by using the drag and drop option. By clicking on the column name with the mouse and dragging it to another position the order of the columns is automatically modified.

ADVANCED SEARCH

The advanced Search offers you the possibility to search IAs, using a saved filter or a new search using one or a combination of multiple criteria to either process, or download a list of applications, or open the applications found in ePCT. You can combine as many criteria as you wish by using the button 'Add criteria':



The screenshot shows the 'Advanced Search' interface. At the top, there are navigation links: 'Advanced Search' (highlighted with a red box), 'Save filter', 'Columns', and 'Download list'. Below this, there are two search criteria rows. The first row has 'Search criteria *' set to 'Filing date [from][to]', 'From *' set to '29/05/2018', and 'To *' set to '29/11/2018'. The second row has 'Search criteria *' set to 'Receiving Office [RO]' and 'RO *' set to 'XY X'. At the bottom right, there are three buttons: 'Reset', 'Add criteria' (highlighted with a red box), and 'Search'.



The screenshot shows a drop-down list for 'Search criteria *'. The list is titled 'Multiple IA[s]' and contains several categories of search criteria:

- International application**
 - Filing date [from][to]
 - Filing method
 - Filing language
 - Accessed On [from][to]
 - Applicant/agent's file reference
 - Multiple IA(s)
 - Priority date [from][to]
- Offices**
 - Receiving Office (RO)
 - International Searching Authority (ISA)
 - International Preliminary Examining Authority (IPEA)
- Documents**
 - Document Type(s)
 - Document(s) received on [from][to]
 - Pending documents
 - New IAs and IAs with pending documents

The drop-down list 'Search Criteria' contains several fields which can be combined for search:

International application

- Filing date [from][to]: displays all IAs filed between the two dates (included)
- Filing method: Paper, E-Filing (PDF or XML)
- Filing language
- Accessed on [from][to]: displays all IAs accessed by any user in your Office between the two dates (included)
- Applicant/agent's file reference
- Multiple IAs: display IAs included in a list of IA numbers that can be separated with spaces or commas or semi-colons
- Priority date [from][to]

Offices

- Receiving Office (RO): display all IAs filed with the selected RO
- International Searching Authority (ISA): displays all IAs that have the selected ISA
- International Preliminary Examining Authority (IPEA): displays all IAs that have the selected IPEA

Documents

- Document Type(s): All applications which contain the selected Document Type (Document type available under the Documents section tab)
- Document(s) received [from][to]
- Pending Documents
- Processed Documents
- New IAs and IAs with pending documents
- Priority Document not yet furnished: All IAs for which a priority document is still outstanding (or the priority document is not yet processed by the IB).
- IPRP II not yet received at IB: to retrieve all IAs for which the IPRP II is not yet delivered to the IB
- ISR not yet received at IB: to retrieve all IAs for which the ISR is not yet delivered to the IB
- ISR due [from][to]: to retrieve all IAs for which the ISR is expected to have provided during the predefined period
- IPRP due [from][to]: to retrieve all IAs for which the IPRP is expected to have provided during the predefined period
- IAs with draft ISR/WOSA: to retrieve all IAs for which a draft ISR/WOSA has been saved
- IAs with draft IPEA/408
- IAs with draft IPEA/409

Status

- IA Status: displays all IAs that are in the selected status (New IA-RO Phase, published, Priority date [from][to]: displays all IAs that have a priority date between the two dates (included)
- Publication date [from][to]: displays all IAs published between the two dates (included)
- Record Copy NOT YET received at IB
- Record Copy received at IB [from][to]: displays all IAs that have been received at IB between the two dates (included)

- Search Fee paid
- Search Copy status

Names

- Names, with ability to search within type of party to the application (e.g. agent)

Examiner

- RO Examiner: to retrieve all IAs that are assigned to a receiving Office examiner
- ISA Examiner: to retrieve all IAs that are assigned to an ISA examiner
- IPEA Examiner: to retrieve all IAs that are assigned to an IPEA examiner

Others

- IA part of Collaborative Search (Pilot)
- IPC: to retrieve all IAs that have a specific IPC code

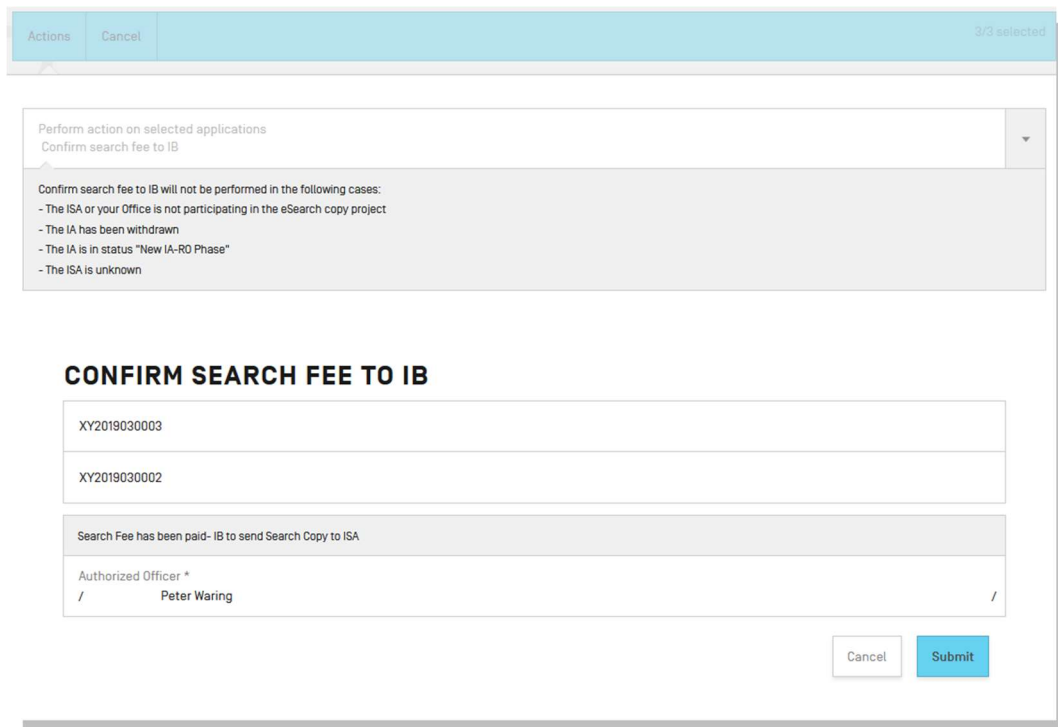
PERFORMING ACTIONS ON SELECTED IAS

When selecting multiple applications from the results list the user may perform a number of actions on all of the selected IAs using the Actions button. Available Actions are:

- Confirm Search Fee to IB
- Assign to Examiner
- Download fee information in XML and Excel formats

CONFIRMING SEARCH FEE TO IB

This feature allows Offices to confirm simultaneously the receipt of the search fee for many IAs:



Actions Cancel 3/3 selected

Perform action on selected applications
Confirm search fee to IB

Confirm search fee to IB will not be performed in the following cases:
 - The ISA or your Office is not participating in the eSearch copy project
 - The IA has been withdrawn
 - The IA is in status "New IA-RO Phase"
 - The ISA is unknown

CONFIRM SEARCH FEE TO IB

XY2019030003

XY2019030002

Search Fee has been paid- IB to send Search Copy to ISA

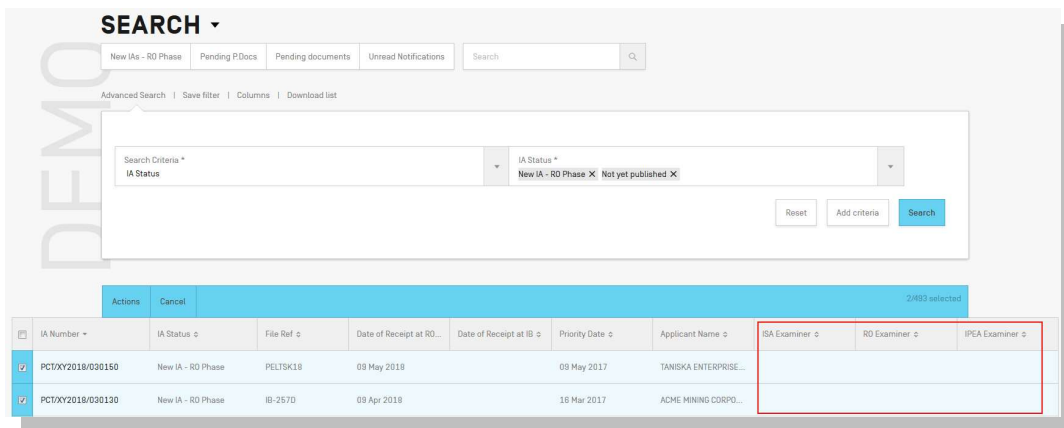
Authorized Officer *
/ Peter Waring /

Cancel Submit

The screen explains the criteria for selecting a subset of the selected IAs when performing the Action. The Action inserts an ePCT Office Action in each selected application and sets the search fee paid indicator to enable the sending of the Search Copy via the IB using the eSearchCopy system.

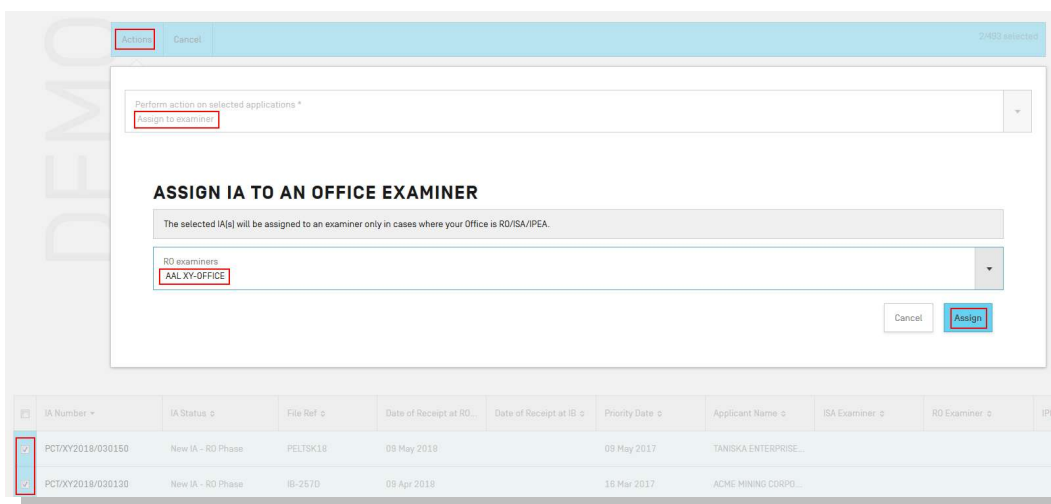
ASSIGNING IAS TO OFFICE EXAMINERS

This feature allows Offices to distribute manually applications to their examiners depending on their role(s):



Select one or multiple applications and click Actions.

Select the action: Assign to Examiner and click OK. The following screen is displayed:



Depending on your Office role, the system displays the list of users per Office role (RO examiner, ISA examiner and IPEA examiner).

Select an examiner name and click the button Assign. The list should be refreshed with the examiner name displayed in the right column (RO, ISA or IPEA examiner).

Note: the examiner is not necessarily the Office user to whom all tasks are assigned. Depending on the organization of each Office and the role in which it is acting, the examiner and the user assigned to the tasks might be the same.

DOWNLOAD FEE INFORMATION IN XML AND EXCEL FORMATS

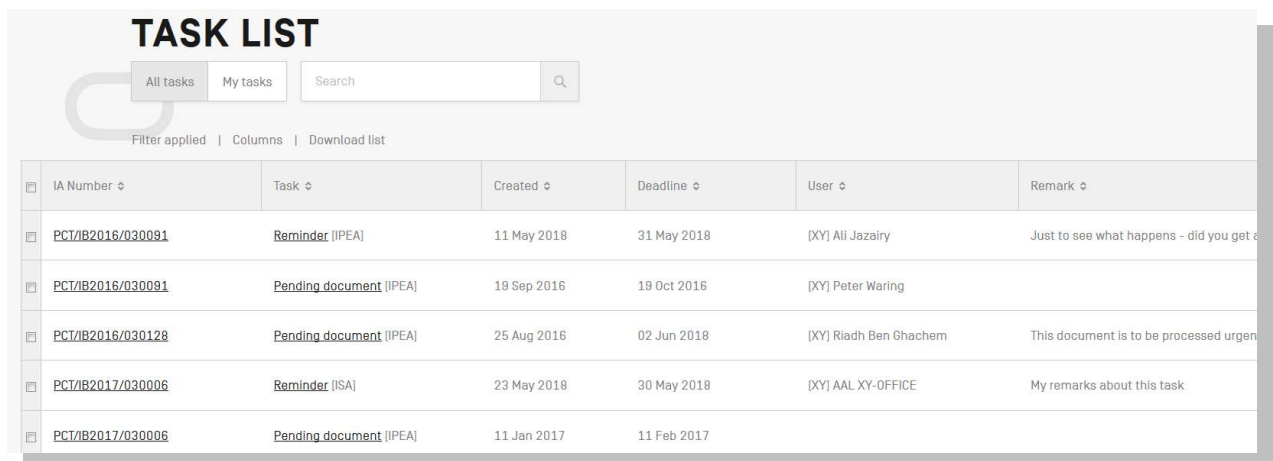
This feature allows Offices to download for the selected list of applications the search fee XML and Excel files needed for fee transfer processing with the IB.

This function is new in this version and Offices should contact the IB to agree how to start making use of the function. The function has been implemented in a limited manner and the IB is expecting feedback that will lead to improvements in this function in future releases.

TASK LIST

ACCESSING THE LIST OF TASKS

The task list is accessible only by users from Offices that have the ePCT processing enabled. It shows all pending tasks per IA:



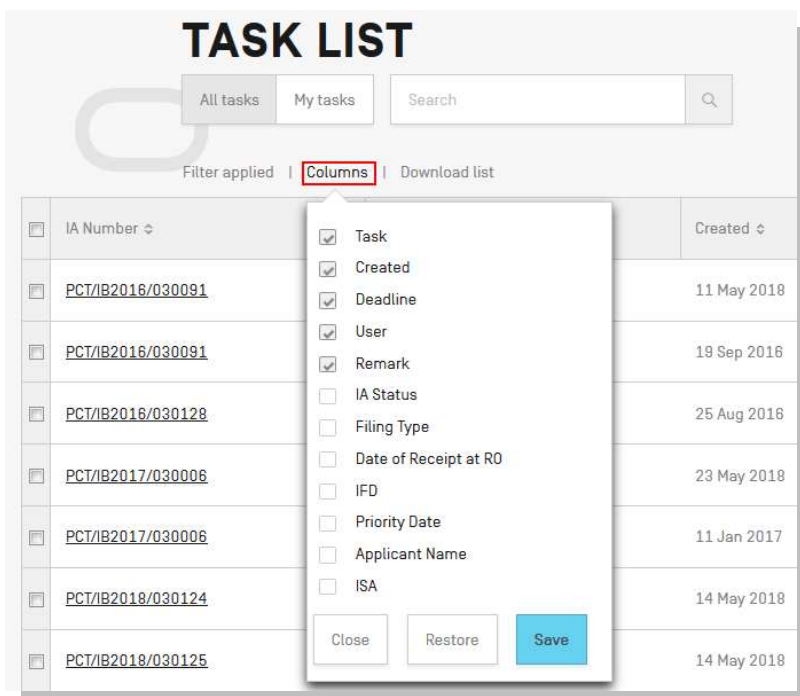
IA Number	Task	Created	Deadline	User	Remark
PCT/IB2016/030091	Reminder (IPEA)	11 May 2018	31 May 2018	[XY] Ali Jazairy	Just to see what happens - did you get e
PCT/IB2016/030091	Pending document (IPEA)	19 Sep 2016	19 Oct 2016	[XY] Peter Waring	
PCT/IB2016/030128	Pending document (IPEA)	25 Aug 2016	02 Jun 2018	[XY] Riadh Ben Ghachem	This document is to be processed urgen
PCT/IB2017/030006	Reminder (ISA)	23 May 2018	30 May 2018	[XY] AAL XY-OFFICE	My remarks about this task
PCT/IB2017/030006	Pending document (IPEA)	11 Jan 2017	11 Feb 2017		

Nine types of tasks are currently available in ePCT:

- **Transmit Record Copy to IB:** created automatically after each new PCT filing (paper or electronic)

- **Pending Documents:** created automatically if the application contains documents that are not yet processed by the Office.
- **Confirm Search Fee to IB:** Created automatically after the transmittal of the record copy (only if the checkbox 'Confirm Search Fee to IB' has not been ticked when transmitting the record copy to IB).
- **Draft ISR – WOSA:** this Task is automatically created once the drafting of the ISR-WOSA is started. Once the search report and written opinion has been generated, the related task is cleared from the task list.
- **Draft ISA/203 – WOSA:** this Task is automatically created once the drafting of the ISA203-WOSA is started. Once the search report and written opinion has been generated, the related task is cleared from the task list.
- **Draft ISA/206:** when a draft ISA/206 is saved a Task is automatically created and will remain visible in the task list until the ISA/206 is completed or cancelled. A reminder is automatically sent for these tasks when the Task is more than two weeks old.
- **Draft IPEA/408:** this Task is automatically created once the drafting of the IPEA/408 is started. Once the IPEA/408 has been generated, the related task is cleared from the task list.
- **Draft IPEA/409:** this Task is automatically created once the drafting of the IPEA/409 is started. Once the IPEA/409 has been generated, the related task is cleared from the task list.
- **Reminder:** a task with a mandatory deadline date that can be manually created and closed by Office users.

The columns shown in the list of tasks can be configured using the link 'Columns':



The screenshot shows the 'TASK LIST' interface. At the top, there are tabs for 'All tasks' and 'My tasks', a search bar, and a 'Columns' link highlighted with a red box. Below the tabs, there is a table with columns for 'IA Number', 'Created', and 'Created'. A dropdown menu is open over the 'Columns' link, showing a list of columns with checkboxes: Task (checked), Created (checked), Deadline (checked), User (checked), Remark (checked), IA Status (unchecked), Filing Type (unchecked), Date of Receipt at RO (unchecked), IFD (unchecked), Priority Date (unchecked), Applicant Name (unchecked), and ISA (unchecked). At the bottom of the menu are 'Close', 'Restore', and 'Save' buttons.

IA Number	Created
PCT/IB2016/030091	11 May 2018
PCT/IB2016/030091	19 Sep 2016
PCT/IB2016/030128	25 Aug 2016
PCT/IB2017/030006	23 May 2018
PCT/IB2017/030006	11 Jan 2017
PCT/IB2018/030124	14 May 2018
PCT/IB2018/030125	14 May 2018

Users can open the IA or launch the action directly from the task list. By clicking the task description, the system opens the IA and launches the task automatically.

If the user clicks on the IA number, the system opens the IA and displays the list of tasks related to the selected IA:

TASKS

Add task

RO TASKS

Task	Created	Deadline	User	Remark
Reminder	17 May 2018	31 May 2018		send form R0/133
<u>Transmit Record Copy to IB</u>	11 Nov 2013	11 Dec 2013		

MANAGING TASKS

From the list of tasks, Office users can perform a number of actions on selected tasks:

Actions Cancel

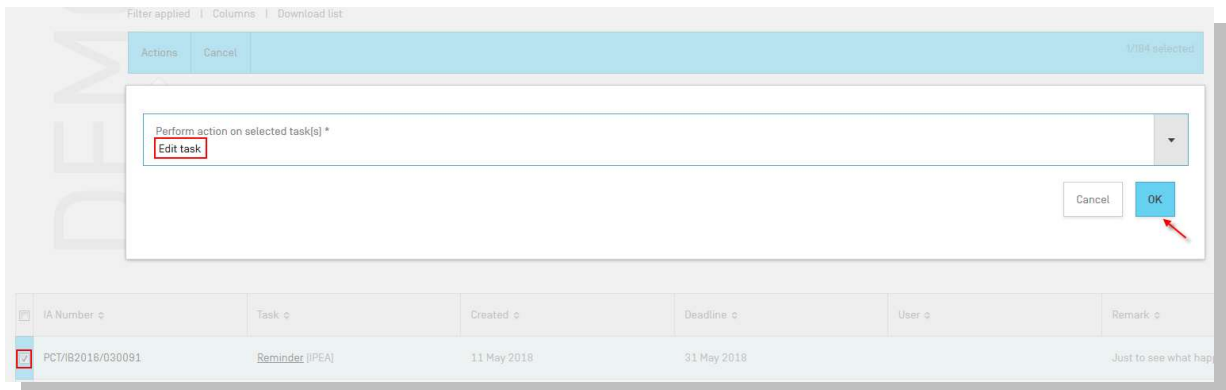
Perform action on selected task[s] *

- Assign task
- Unassign task
- Edit task
- Close task

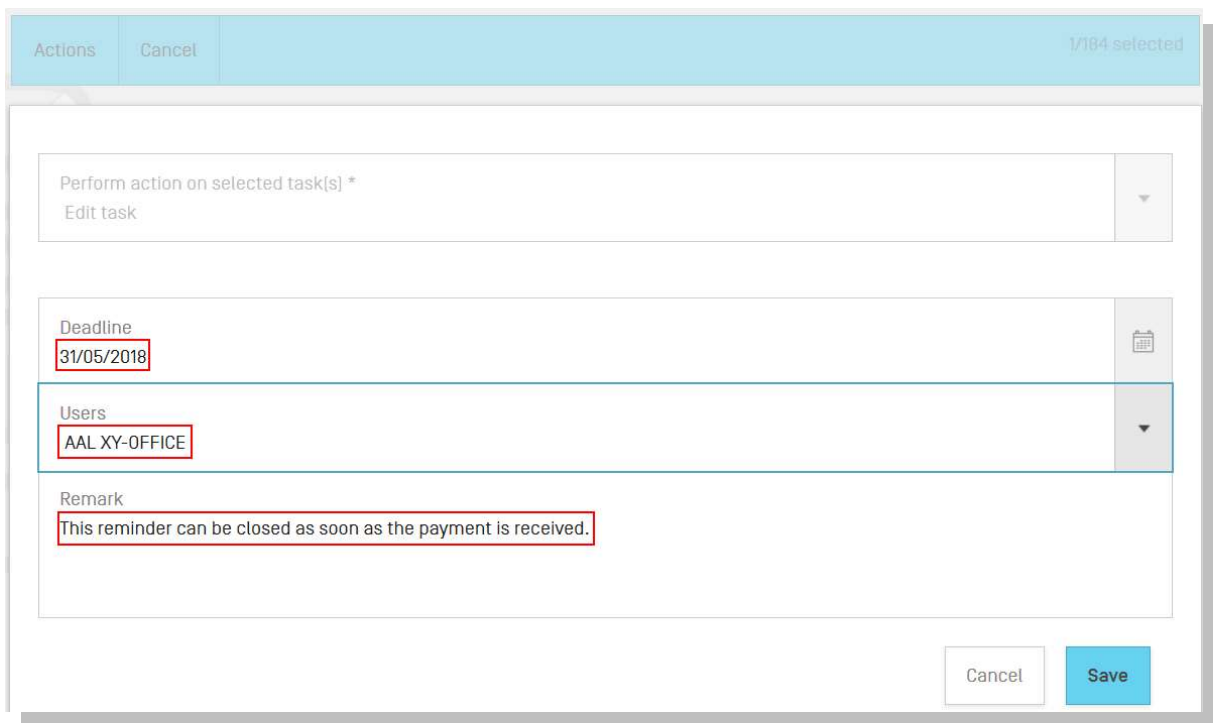
IA Number	Task	Created
<input checked="" type="checkbox"/> PCT/IB2016/030091	<u>Reminder</u> (IPEA)	11 May 2018
<input type="checkbox"/> PCT/IB2016/030091	<u>Pending document</u> (IPEA)	18 Sep 2016
<input type="checkbox"/> PCT/IB2016/030128	<u>Pending document</u> (IPEA)	25 Aug 2016

EDIT TASK

Select one application/task from the list of tasks and click Edit Task:

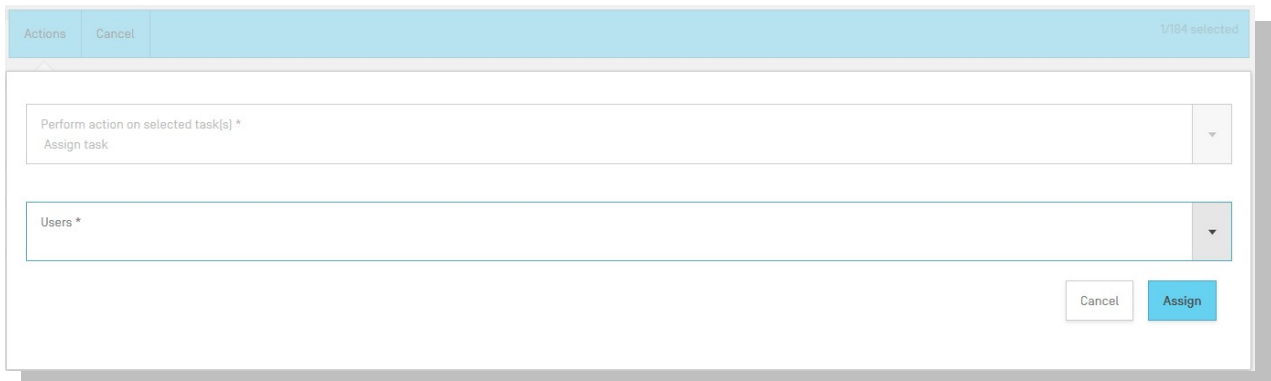


By clicking OK, the following screen will be displayed allowing the user to edit the task details: Deadline, user name and the field remark.



ASSIGN TASK

A task can be assigned to an Office user depending on the capacity of the Office and the role assigned to the user:



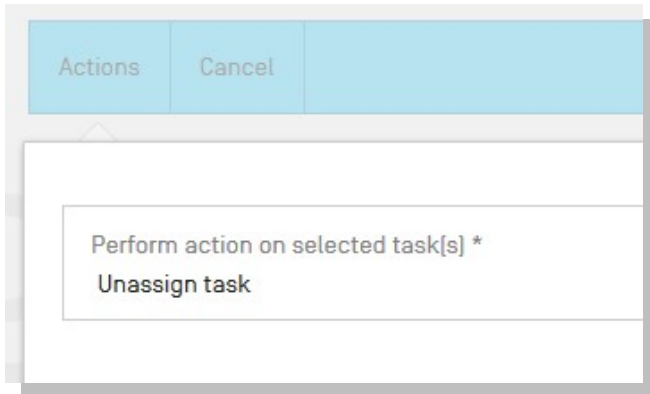
The dropdown 'Users' contains the list of Office users.

Select one user and click the button 'Assign'. The list of tasks will be refreshed showing the user name and Office code.

IA Number	Task	Created	Deadline	User
<input type="checkbox"/> PCT/IB2016/030091	Reminder [IPEA]	11 May 2018	31 May 2018	[XY] AAL XY-OFFICE

UNASSIGN TASK

Select one or multiple tasks and click Unassign task:

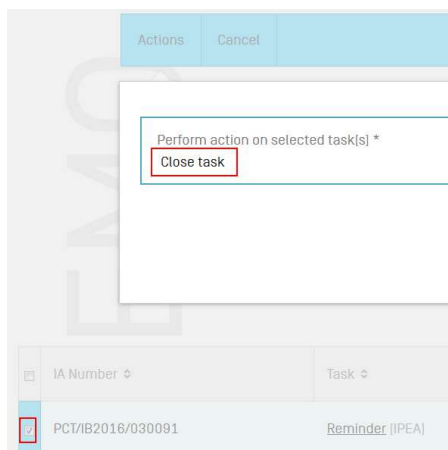


The user name will be removed from all selected tasks:

IA Number	Task	Created	Deadline	User
<input type="checkbox"/> PCT/IB2016/030091	Reminder [IPEA]	11 May 2018	31 May 2018	[XY] AAL XY-OFFICE

CLOSE TASK

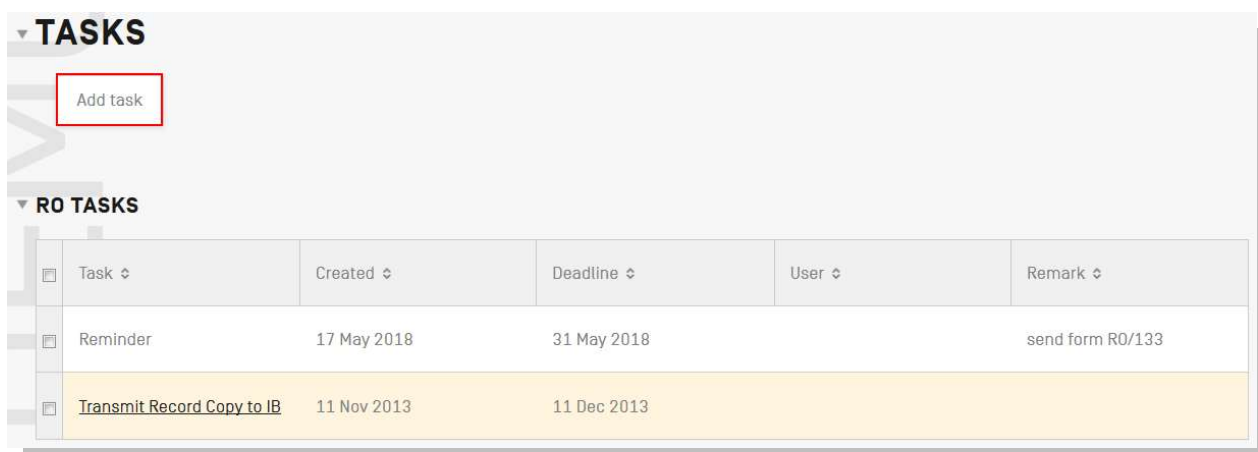
This action allows users to close manually a task. Tasks that are created automatically cannot be closed manually (e.g. pending documents, Transmit record copy to IB).



Once a task is closed, the list of tasks is refreshed.

ADD TASK

New tasks can only be added within an IA. Users must first open an IA before adding a task:



The current ePCT version allows Office users to add only one task: **Reminder**

Click the button Add Task, the following screen will be displayed:

▼ TASKS

Capacity *	▼
Task *	▼
Deadline *	📅
User	▼
Remark	

Select the capacity/role of your Office, or if your Office has only one role (e.g. RO) then the capacity filed is pre-filled by default:

▼ TASKS

Capacity *	▼
Task *	▼
Deadline *	📅
User	▼
Remark	

Select the task 'Reminder' from the dropdown list, set the deadline for the task and assign it to an Office user. Enter a remark if needed and then click the button Add.

The new task will be added to the list of tasks shown under the IA (e.g. RO Tasks):

▼ RO TASKS

Task	Created	Deadline	User	Remark
Reminder	17 May 2018	31 May 2018		send form R0/133
Reminder	24 May 2018	01 Sep 2018	[XY] AAL XY-OFFICE	Waiting for the priority do...
Transmit Record Copy to IB	11 Nov 2013	11 Dec 2013		

And also added to the Task List of your Office:

TASK LIST

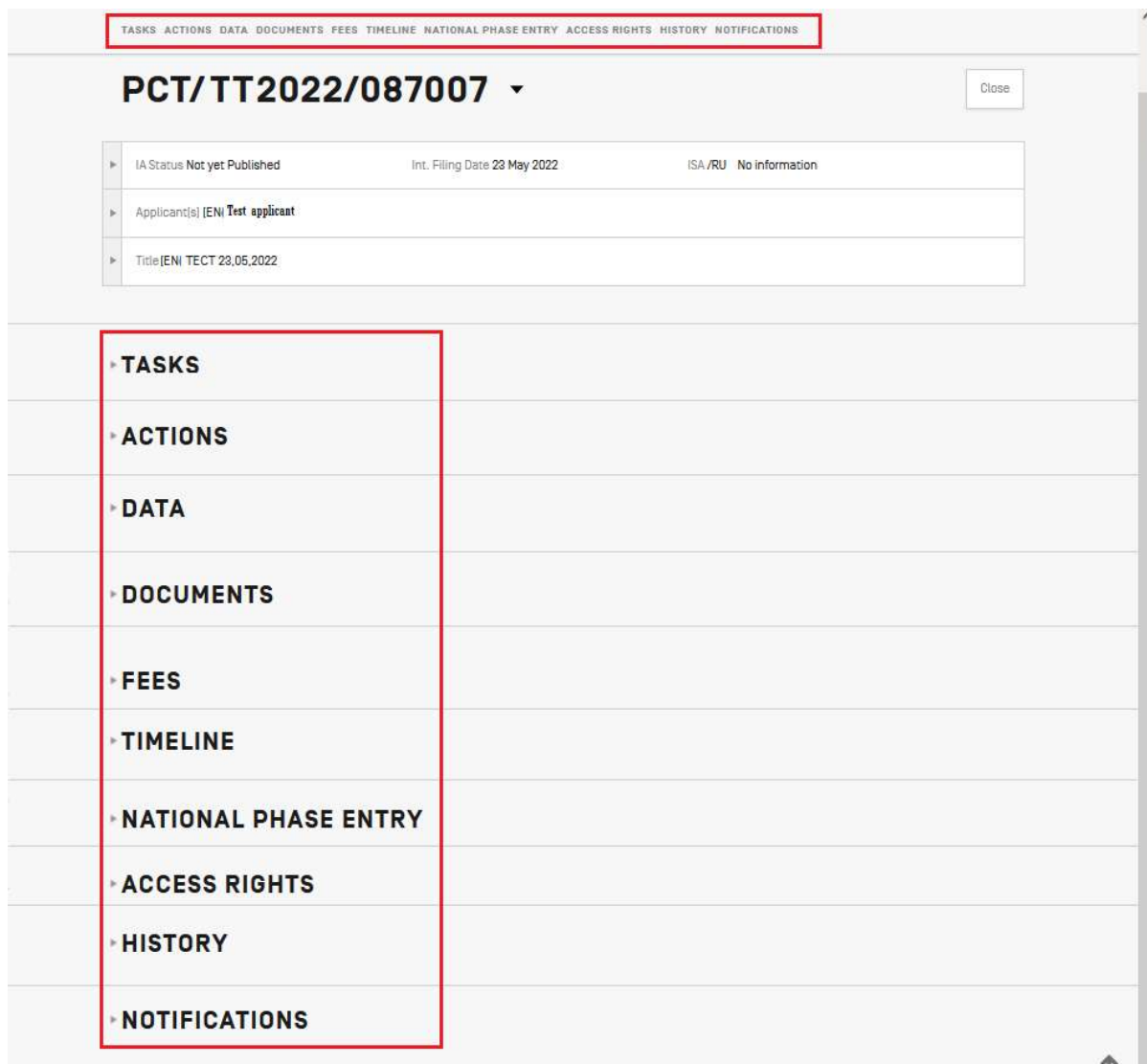
All tasks | My tasks | Search

Filter applied | Columns | Download list

IA Number	Task	Created	Deadline	User	Remark
PCT/XY2013/030002	Transmit Record Copy to IB [R0]	11 Nov 2013	11 Dec 2013		
PCT/XY2013/030002	Reminder [R0]	17 May 2018	31 May 2018		send form R0/133
PCT/XY2013/030002	Reminder [R0]	24 May 2018	01 Sep 2018	[XY] AAL XY-OFFICE	Waiting for the priority do...
PCT/XY2014/000002	Transmit Record Copy to IB [R0]	23 Nov 2014	23 Dec 2014		
PCT/XY2014/000005	Transmit Record Copy to IB [R0]	01 Dec 2014	01 Jan 2015		

OVERVIEW OF AN INTERNATIONAL APPLICATION IN EPCT

The IA screen allows Office users to access through the same screen all IA information as well as a set of authorized tasks and actions to be performed on the IA (list of pending tasks and actions based on the Office capacity, Upload documents, management of fees for receiving Offices, send ePCT Message):



TASKS ACTIONS DATA DOCUMENTS FEES TIMELINE NATIONAL PHASE ENTRY ACCESS RIGHTS HISTORY NOTIFICATIONS

PCT/TT2022/087007 Close

IA Status	Not yet Published	Int. Filing Date	23 May 2022	ISA/RU	No information
Applicant(s) [EN]	Test applicant				
Title [EN]	TECT 23.05.2022				

- **TASKS**
- **ACTIONS**
- **DATA**
- **DOCUMENTS**
- **FEES**
- **TIMELINE**
- **NATIONAL PHASE ENTRY**
- **ACCESS RIGHTS**
- **HISTORY**
- **NOTIFICATIONS**

Shortcut links are available in the top menu (floating menu that remains available when users scroll down) and allow to access each section of the screen.

The Close button (top right corner) allows users to close the IA and go back to the main screen (Search or Worklist).

INTERNATIONAL APPLICATION NUMBER MENU

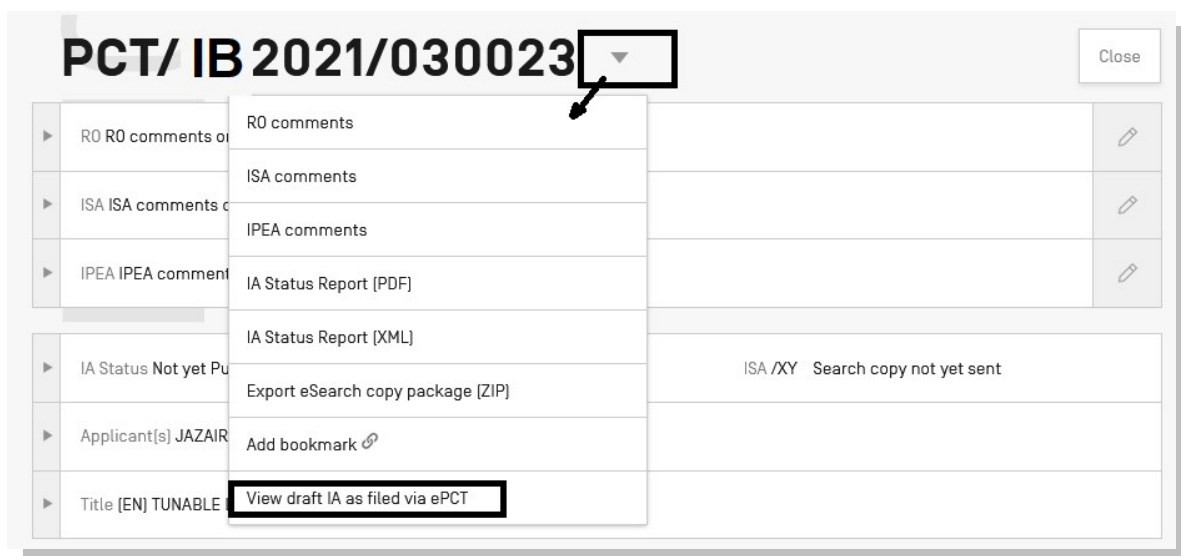
The menu of functions available directly on the displayed International Application number allows users to:

- Office Comments: make a comment by Office role on an IA that will be viewable by ePCT Users

- IA Status Report [PDF]: view the International Application Status Report in PDF format
- IA Status Report [XML]: download the International Application Status Report in XML format for the reuse of the data in another system
- Export eSearchCopy package [ZIP]: download the eSearchCopy package for the IA
- Add bookmark: create a bookmark for the international application in the browser that can be used to come back to the IA at a later time without having to search for it again.
- View draft IA as filed via ePCT: view the IA as seen by the Applicant/Agent as they filed the application using ePCT, see below.

VIEWING DRAFT IAS AS FILED

Competent RO, ISA, IPEA or DO office users can view the IA draft as it was filed using ePCT by selecting the function from the drop down menu next to the IA number:



The system will then display the application in ePCT as the user saw when they filed the application, showing the file reference rather than the IA number as the identifier of the application on screen:

GENEVA AUG 29, 2019 4:22 PM CEST

PRIORITY DESIGNATIONS NAMES SEARCH DECLARATIONS BIOLOGY DOCUMENTS FEES SIGNATURE ACCESS RIGHTS HISTORY

T-LLHN Close

Deadline to file this application to maintain the current priority date: Saturday, 9 March 2019 24:00:00 CET

RO/AT - Austrian Patent Office
 Applicant/agent's file reference T-LLHN
 Current date and time at recipient Office Thursday, 29 August 2019, 16:22 CEST
 Filing method ePCT-Filing
 Filed on 06 March 2019
 IA Number PCT/AT2019/080004

Language of Request EN - English
 Language of filing of the international application EN - English
 Prepared using ePCT-Filing 4.5-SNAPSHOT MT/FOP 20190305/0.20.5.24

PRIORITY CLAIMS

Identification of parent application or patent grant can be added in the Designations section, e.g., 'continuation' or 'continuation-in-part' for US. To add click [here](#)

Type National	Filing Date 09 March 2018	Application number 123456
Country/Office AT	Priority document RO to transmit to IB	File Name
DAS access code		Restoration

TASKS

This section shows the list of pending tasks per IA and per Office capacity:

TASKS

RO TASKS

<input type="checkbox"/> Task ↕	Created ↕	Deadline ↕	User ↕	Remark ↕
<input type="checkbox"/> Transmit Record Copy to IB	03 Sep 2014	03 Oct 2014		
<input type="checkbox"/> Pending document	21 Sep 2016	21 Oct 2016		

Users can add a new task from the list of available tasks (e.g. Reminder):

▼ TASKS

Capacity *	RO	▼
Task *		▼
Deadline		📅
User		▼
Remark		

Or perform some actions on existing tasks:

▼ RO TASKS

1/2 selected

<input type="checkbox"/>	Task ↕	Created ↕	Deadline ↕	User ↕	Remark ↕
<input type="checkbox"/>	Transmit Record Copy to IB	03 Sep 2014	03 Oct 2014		
<input checked="" type="checkbox"/>	Pending document	21 Sep 2016	21 Oct 2016		

See more details in the section task list.

ACTIONS

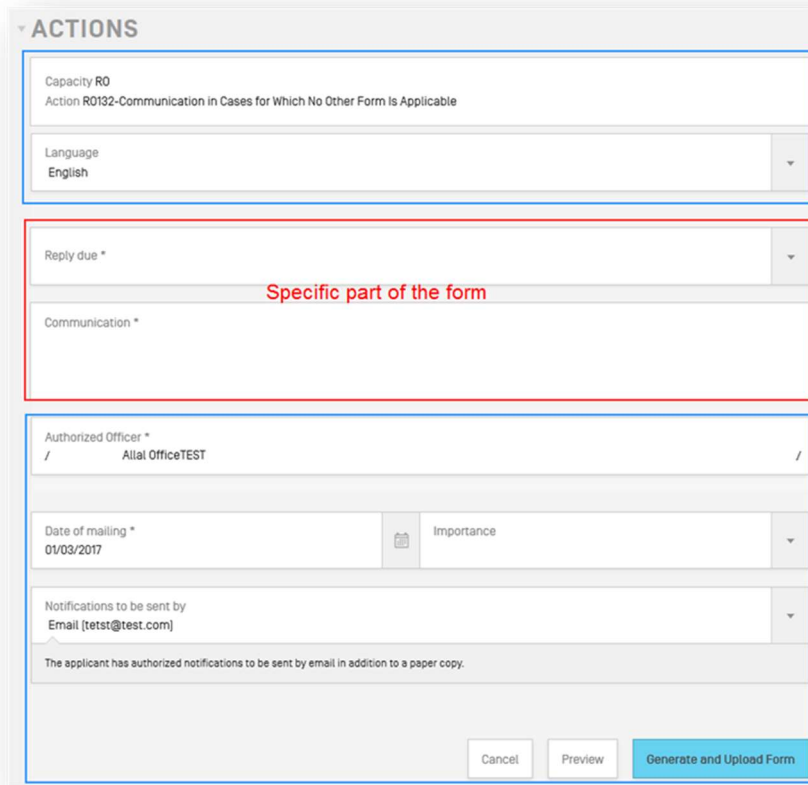
The list of actions and PCT forms is refreshed based on the selected capacity of the Office (RO, ISA, IPEA or DO):

▼ ACTIONS

Actions & Forms

Capacity *	RO	▼
Action or Form *		▼

Actions and forms are designed in a consistent way where, the top part of the screen (e.g. language) and bottom part of the screen (Authorized officer, date of mailing, importance, notification sent to applicant and buttons), are always the same. Only the specific part (middle part) of each action or form is different:



A set of available actions and forms are shown per Office capacity:



Once the Office capacity is selected, the list of available actions and forms is refreshed accordingly:

ACTIONS

Actions & Forms

Capacity *

RO

Action or Form *

ACTIONS

- Transmit Record Copy to IB
- Manage International Filing Date
- Transmit New IA to RO/IB (Rule 19.4)
- Transmit Priority Doc(s) to IB
- Withdraw International Application
- Withdraw Priority Claim(s)
- Withdraw Designation(s)
- Confirm Search Fee to IB
- Rule 92bis change request
- Manage Fees
- Record Chapter II Demand
- Application not to be treated as an IA (Stop processing)
- Assign to an examiner
- Ex officio corrections

FORMS

- RO102-Notification Concerning Payment of Prescribed Fees
- RO103-Invitation to correct the purported International Application
- RO105-Notification of the IA Number and of the International Filing Date

For actions that offer the possibility to save a draft that is then closed, the focus remains on the actions section that is expanded by default with the saved Draft action(s) visible.

DATA

When you open an IA, this section shows up-to-date bibliographic data related to that IA. Use the '▶' icon to expand a section or the '▼' icon to collapse it.

DATA

Print

VALIDATION REPORT

No errors have been detected.

Report generated on 23 May 2018 at 11:18:00 CET

GENERAL INFORMATION

▶ International Application Number PCT/AT2018/080001	Applicant/agent's file reference New42-035
--	--

INTERNATIONAL PUBLICATION

▶ International Publication Date Not yet published	International Publication Number Not yet published
--	--

PRIORITY CLAIM[S]

▶ AT	A 50732/2017	Not yet received; expected from RO
▶ AT	PCT/AT2017/060166	Not yet received; expected from RO
▶ DE	102017010521	Not yet received; expected from Applicant

NAMES

▶ Applicant, Legal entity	EPCT TEST CENTER VIENNA	All Designations
▶ Applicant and inventor, Natural person	VONWIEN, Tamira	All Designations

DOCUMENTS

The Documents section contains the list of all documents of the IA. It contains four sections corresponding to the IB and the three Office capacities. Each section is shown only when there is at least one document within that section:

DOCUMENTS

Upload

RECORD AS HELD BY THE IB

DOCUMENTS FOR RO/AT

DOCUMENTS FOR ISA/AT

Documents [Doc ID]	Source	Status	Date	
ePCT Message [22] 1 page	Office	Not yet processed	08 Oct 2015	More
Chapter II Demand [15] 1 page	IPEA/EP	Not yet processed	10 Feb 2015	More

DOCUMENTS FOR IPEA/EP

Documents [Doc ID]	Source	Status	Date	
ePCT Message [14] 1 page	Office	Not yet processed	09 Oct 2014	More

Documents that are under one of the Office capacities RO, ISA and IPEA are considered NOT YET transmitted to the IB. These documents must be processed and transmitted to the IB (documents will be moved under the part RECORD AS HELD BY THE IB), unless the Office considers that they are not part of the file or are not relevant for the international phase. In this case, Office users must change the status of the document either to processed or as 'Office private'.

DOCUMENT INFORMATION

This feature allows users to view the history as well as general information of the document:

DOCUMENTS

Upload

RECORD AS HELD BY THE IB

Documents [Doc ID]	Source	Status	PATENTSCOPE	Date	View	More
ePCT Cover Letter [8] 1 page	ePCT	Not yet processed	No	28 Mar 2019	View	More
Translation of the international application for the purposes of supplementary international search [9] 21 pages	ePCT	Not yet processed	No	28 Mar 2019	View	More

DOCUMENTS FOR RO/AT

Documents [Doc ID]	Source	Status	Date	View	More
Application Body as Filed [3] 8 pages	ePCT	Not yet processed	28 Mar 2019	View	More
Fee Calculation Sheet [5] 1 page	ePCT	Not yet processed	28 Mar 2019	View	More
[RO/101] Request form [8] 3 pages	ePCT	Not yet processed	28 Mar 2019	View	More
Validation Log [7] 1 page	ePCT	Not yet processed	28 Mar 2019	View	More
RO WSP File [2] 0 page	ePCT	Copy as received	28 Mar 2019		More
Filing Transmission Receipt [1] 1 page	ePCT	Copy as received	28 Mar 2019	View	More

FEES

The history includes all types of actions performed on a document (e.g. process, rename, transmit, import, download, etc.), the name of the user who has performed it and the date of the event. It is

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also possible to view the status, PATENTSCOPE visibility and view the document as it will be rendered by the IB.

Under Documents section, by clicking on the blue button appearing when the cursor is on the document, you will get the following screen:

RECORD AS HELD BY THE IB

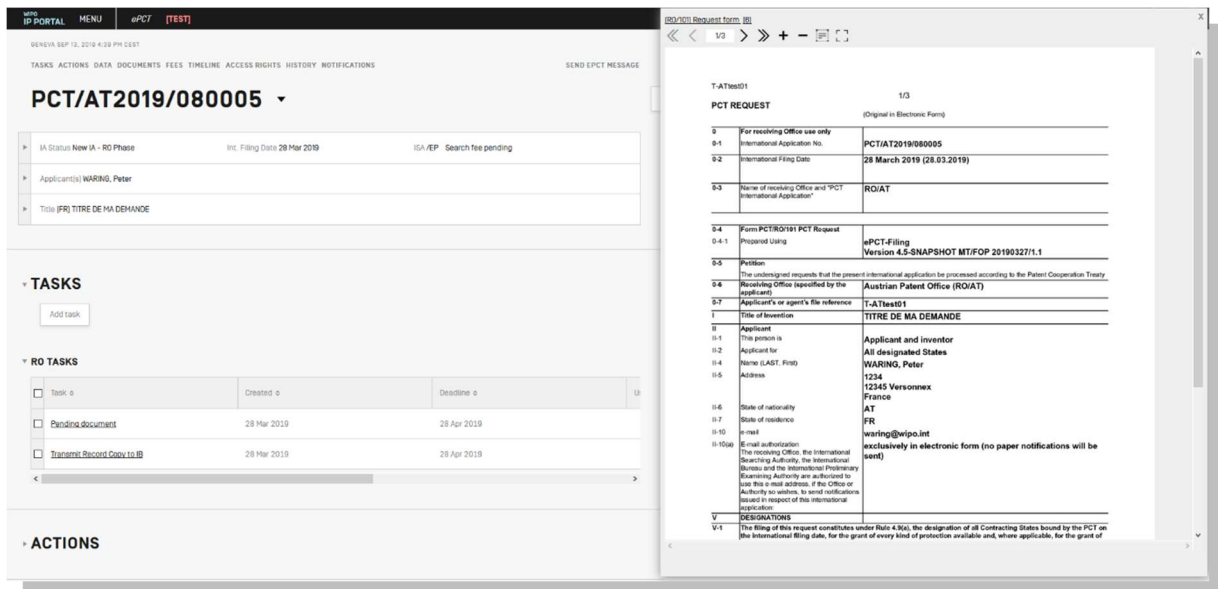
DOCUMENTS FOR RO/AT

Documents [Doc ID]	Source	Status	Date	View	More
Application Body as Filed [3], 8 pages	ePCT	Not yet processed	28 Mar 2019	View	More
Fee Calculation Sheet [5], 1 page	ePCT	Not yet processed	28 Mar 2019	View	More
<p>Document: Fee Calculation Sheet[5] Status: Not yet processed Available on PATENTSCOPE: No View document as it will be rendered at the IB</p> <p>28 Mar 2019 peter waring Import</p>					
RO/IO1 Request form [8], 3 pages	ePCT	Not yet processed	28 Mar 2019	View	More
Validation Log [7], 1 page	ePCT	Not yet processed	28 Mar 2019	View	More

Example of general information document (RO/146).

VIEW DOCUMENT

This feature allows users to view documents alongside the application in ePCT:



The screenshot shows the ePCT interface for document PCT/AT2019/080005. The left sidebar includes navigation options like 'TASKS', 'RO TASKS', and 'ACTIONS'. The main content area displays the document details in a structured table format:

T-AThest01		1/3
PCT REQUEST (Original in Electronic Form)		
0	For receiving Office use only	
0-1	International Application No.	PCT/AT2019/080005
0-2	International Filing Date	28 March 2019 (28.03.2019)
0-3	Name of receiving Office and PCT International Application	RO/AT
0-4	Form PCT/RO/191 PCT Request Proposed Using	ePCT-Filing Version 4.5-SNAPSHOT MT/FOP 20190327/1.1
0-5	Petition	The undersigned requests that the present international application be processed according to the Patent Cooperation Treaty
0-6	Receiving Office (as notified by the applicant)	Austrian Patent Office (RO/AT)
0-7	Applicant's or agent's file reference	T-AThest01
I	Title of invention	TITRE DE MA DEMANDE
II	Applicant	Applicant and inventor
II-1	This person is	Applicant for
II-2		All designated States
II-4	Name (LAST, First)	WARING, Peter
II-5	Address	1234 12345 Versenweg France
II-6	State of nationality	AT
II-7	State of residence	FR
II-10	E-mail	waring@wipo.int
II-10(a)	E-mail authorization	The receiving Office, the International Searching Authority, the International Bureau and the International Preliminary Examining Authority are authorized to use the e-mail address of the Office or Authority to which, to send notifications issued in respect of this international application.
V	DECLARATIONS	
V-1	The filing of this request constitutes under Article 4.3(a), the designation of all Contracting States bound by the PCT on the international filing date, for the grant of every kind of protection available and, where applicable, for the grant of	

The user can move within the document pages and scroll through the ePCT information to compare the information as needed:

ePCT - Office User Guide

The screenshot displays the ePCT interface. On the left, the 'GENERAL INFORMATION' section shows the International Application Number PCT/AT2019/080005 and Applicant/Agent's file reference T-ATest01. The 'NAMES' section lists the Applicant and inventor, Peter Waring, with details such as nationality (AT), residence (FR), and email address (waring@wipo.int). A red box highlights this information, and a red arrow points to it. On the right, a second screenshot shows the 'PCT REQUEST' form, which includes fields for International Application No. (PCT/AT2019/080005), International Filing Date (28 March 2019), Name of receiving Office (RO/AT), and Applicant and agent's file reference (T-ATest01). A red box highlights the 'Applicant and inventor' details in this form as well.

UPLOAD DOCUMENT

Please refer to the section 'Uploading documents' for an IA under the Common ePCT Features for Offices.


FEES AND PAYMENTS

Fees and payments details are displayed in this section:

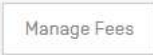
FEES AND PAYMENTS		
Transmittal fee	Amount Due EUR 52	Amount Paid EUR 51.05
Search fee	Amount Due EUR 1,875	Amount Paid EUR 12.5
International filing fee	Amount Due EUR 901	Amount Paid EUR 901
Fee for priority document	Amount Due EUR 200	Amount Paid EUR 12.5
Fee for Earlier Search Documents	Amount Due EUR 0	Amount Paid EUR 0
Total Due EUR 3,028	Total Paid EUR 977.05	Balance EUR 2,050.95

Manage Fees



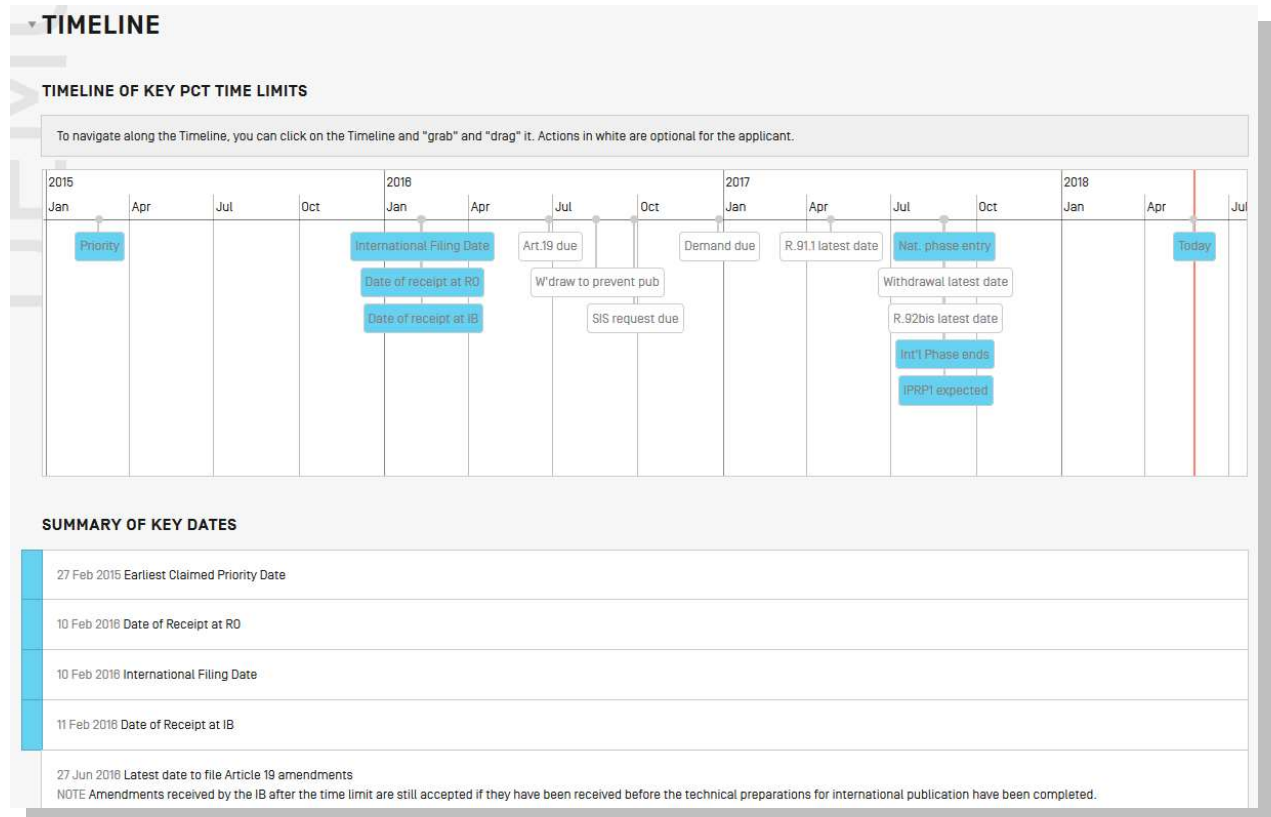
It is possible for receiving Office users to update the fees using the  button. Please refer to the action MANAGE FEES for more details.

▼ FEES		
▼ Transmittal fee	Amount Due CNY 500	Amount Paid CNY 0 Balance CNY 500
▼ Search fee	Amount Due USD 330	Amount Paid USD 0 Balance USD 330
▼ International filing fee	Amount Due USD 1,158	Amount Paid USD 0 Balance USD 1,158
▼ Fee for priority document	Amount Due 0	Amount Paid 0 Balance 0
▼ Fee for Earlier Search Documents	Amount Due 0	Amount Paid 0 Balance 0
Total Due CNY 500	Total Paid CNY 0	Balance CNY 500
Total Due USD 1,488	Total Paid USD 0	Balance USD 1,488



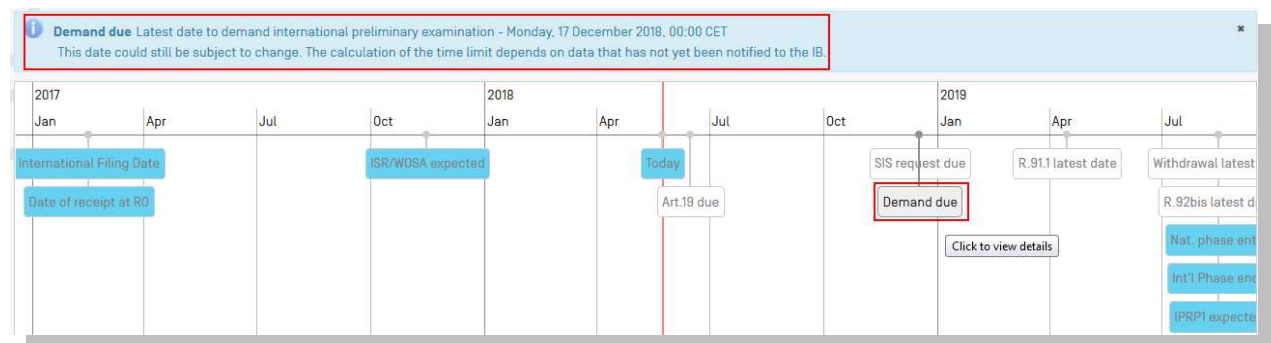
TIMELINE

The Timeline section allows you to view a graphical representation of the PCT timeline of an IA (as shown below). Use the mouse scroll to navigate the chart or double-click to “grab” and then drag the mouse to see all the information. By clicking on each item on the Timeline you can view the corresponding time limit details in relation to the current day’s date which is indicated by the red line.



A text summary of the key dates is displayed under the Timeline graphic.

Click an event in the graphic to see more details:



NATIONAL PHASE ENTRY

Office users can view the available National Phase Entry information, received from Designated Offices, for the IA.

ACCESS RIGHTS

Office users with at least one capacity (RO, ISA or IPEA) can see the name and email address of individuals (e.g. applicants, agents, etc.) who have access to the IA via ePCT. The column 'Rights' shows the level of access rights of the user (eOwner, eEditor or eViewer).

For more details about access rights, please refer to ePCT User Guide for applicants.

▼ ACCESS RIGHTS

Name ↕	Granted On ↕	Granted By ↕	Rights ↕
Jiao Mo jiao.mo@wipo.int Original eOwner	18 Apr 2016	Jiao Mo	eOwner
KAI KAN kai.kan@wipo.int	18 Apr 2016	Jiao Mo	eEditor

DESIGNATED OFFICES ACCESS

Name ↕	Granted On ↕	Granted By ↕	Rights ↕
DO/CN	15 Mar 2017	ePCT Action (National Phase E...	Designated Office

The second part of the screen shows the list of designated Offices that have access to the IA following the receipt of national phase entry data.

PERMITTING ACCESS RIGHTS TO IB

It may be useful in some circumstances to grant access temporarily to the IB for an IA. To do so press the 'Add IB eViewer access rights' button:

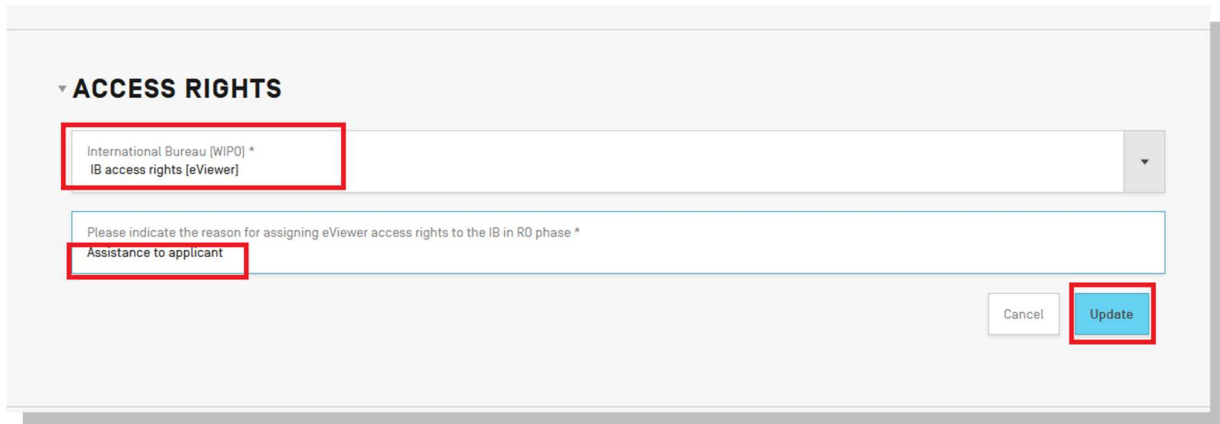
▼ ACCESS RIGHTS

Add IB eViewer rights

CURRENT ACCESS RIGHTS

Name Tamira LOMBARDI Email tamira.lombardi@wipo.int	Rights eOwner eHandshake user No
--	-------------------------------------

Choose 'IB access rights [eViewer]' and enter a reason for granting the access and then press 'Update':



▼ ACCESS RIGHTS

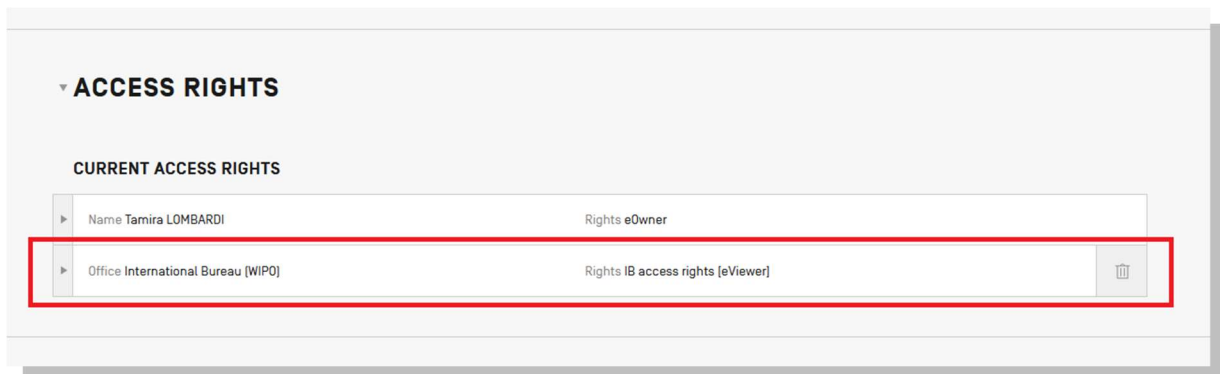
International Bureau (WIPO) *
IB access rights [eViewer]

Please indicate the reason for assigning eViewer access rights to the IB in RO phase *

Assistance to applicant


Cancel Update

The resulting access rights are displayed along with the wastebasket button available for removing the rights once there is no longer a need for them.



▼ ACCESS RIGHTS

CURRENT ACCESS RIGHTS

▶ Name Tamira LOMBARDI	Rights eOwner	
▶ Office International Bureau (WIPO)	Rights IB access rights [eViewer]	

HISTORY

This section shows the history of the IA with regard to any action performed on the IA: Register new IA, Transmit IA to IB, upload document, actions, forms generation, etc.

HISTORY

Filter

Start Date End Date 23/05/2018

Include detailed document history

Reset

User Name ↕	Type of Action ↕	Audit Info ↕	Capacity ↕	Event Date ↕
[XY] AAL XY-OFFICE	Form generated	Recipient IB - [RO/105] Notification of the International Application Number and of the International Filing Date [11]		30 Apr 2018
[XY] AAL XY-OFFICE	Transmit Record Copy to IB	Recipient IB - ePCT Office Cover Letter [10]		30 Apr 2018
[XY] AAL XY-OFFICE	Transmit	Document Application Body as Filed[3] transmitted from RO to IB		30 Apr 2018
[XY] AAL XY-OFFICE	Transmit	Document Fee Calculation Sheet[5] transmitted from RO to IB		30 Apr 2018

The IA History shows:

1. The user name (first and last name) that performed the action. By pointing the cursor at the name, a tooltip will appear showing the Customer ID of that user.
2. The Type of Action taken, e.g., uploaded document, ePCT Action, form generated, etc.
3. The Audit info: gives details of the action performed, e.g., 'Withdraw IA request submitted'
4. The Capacity or role of the user who has performed the action
5. The Event date: the date on which the action took place. The precise time of the action taken appears as a tooltip when you place the cursor on the date.

It is also possible to narrow down the search result by entering a specific 'Start date' and 'End date' and by clicking the 'Search' button. To reset the search, click 'Reset'. Use the arrows at the top of each column name to sort the column entries.

To show more details concerning the actions on documents by ticking the box 'Include detailed document history'.

NOTIFICATIONS

The section '**NOTIFICATIONS**' shows all notifications related to the selected IA:

NOTIFICATIONS

Filter

Filter
Unread Notifications

Reset Apply Filter

Read	File Ref	Subject	Type [ID]	From	Capacity	Received date
	CSNEKRM	New ePCT Filing	ePCT Filing Notification - Bibdata and documents visible in ePCT	IB	To RO	03 Apr 2018

You can use the filter to show all or only unread notifications.

SENDING AND RECEIVING EPCT MESSAGES FOR AN IA

TASKS ACTIONS DATA DOCUMENTS FEES AND PAYMENTS TIMELINE ACCESS RIGHTS HISTORY NOTIFICATIONS **SEND EPCT MESSAGE**

PCT/XY2018/030006 ▾

▶ IA Status Not yet Published	Int. Filing Date 03 Apr 2018	ISA /KR No information
▶ Applicant[s] HONG, Gildong [+1]		
▶ Title [EN] SAMPLE APPLICATION		

The link Send ePCT Message allows you to send a secure ePCT Message to:

- the team at the IB
- other Offices and competent Authorities (e.g. an RO user can send an ePCT message to IB, ISA or IPEA)
- Applicant: ePCT individual users who have active access rights to the IA, (who have the right to access the IA eOwner, eEditor, eViewer, e.g. applicants, agents, inventors, etc.)

By clicking the link **SEND EPCT MESSAGE** you will get the following screen:

TASKS ACTIONS DATA DOCUMENTS FEES AND PAYMENTS TIMELINE ACCESS RIGHTS HISTORY NOTIFICATIONS SEND EPCT MESSAGE

SEND EPCT MESSAGE

Select capacity
RO

Select Recipient
IB

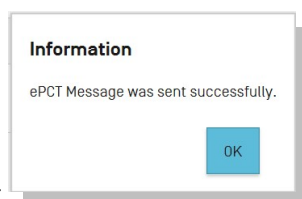
Informal message *

Authorized Officer *
/ AAL XY-OFFICE /

Cancel Preview Send

One or multiple capacities are automatically proposed based on the role of your Office for the selected IA (DO, RO, ISA and/or IPEA):

Select the right recipient (IB, RO, ISA, IPEA or applicant), type your text message and click on 'Send' button.



If your message is successfully sent then a copy of the ePCT Message is added to the list of documents in the Documents section:

- Added to section 'Record as held by the IB' if the selected recipient is IB
- Added to section 'Documents for RO' if the selected recipient is RO or the recipient is Applicant.
- Added to section 'Documents for ISA' if the selected recipient is ISA
- Added to section 'Documents for IPEA' if the selected recipient is IPEA

▼ DOCUMENTS FOR RO/CN

<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	ePCT Message [101] 1 page	RO	Processed, outgoing...	15 Mar 2017

If the selected recipient is Applicant then the ePCT message is added to the section corresponding to the capacity of your Office as an "outgoing" document.

Click the ePCT Message to view the document with the message:



The screenshot shows an ePCT message interface. At the top left is the WIPO | ePCT logo. The main heading is "ePCT Message (Office Services)". Below this, it says "From State Intellectual Property Office of the People's Republic of China - RO/CN". A horizontal dotted line separates this from the message ID "PCT/CN2016/080001 - TEST2016CZ02". The recipient information is listed as "To: KAI KAN" and "From: State Intellectual Property Office of the People's Republic of China - RO/CN". Below this, it says "ePCT Message:" followed by "The ePCT Message is sent from the RO to the Applicant who has eOwner access rights for this IA". Further down, it lists "Authorized Officer: / John Doe /", "Date at recipient Office: 15 March 2017 10:14:04 CET", and "Authentication: Secure online access". A horizontal dotted line is below this. At the bottom, it says "Access the international application directly in [ePCT](#)".

You can check the content of the ePCT message and decide what could be the next step:

- Process the ePCT message (document) and
 - a. Mark it as private document
 - b. Delete it
 - c. Transmit it to the IB or to another Office (e.g. RO, IPEA)

Please refer to '[Actions on Documents](#)' for more details.

STATUS REPORT OF THE IA

Next to the IA number there is a dropdown menu (arrow), upon clicking on the menu it is possible to download the International Application Status Report (IASR) either in PDF or in XML. The IASR provides you with the up-to-date data on file at the IB.

PCT/XY2018/030006


RO comments

g Date 03 Apr 2018

IA Status Report [PDF]

IA Status Report [XML]

Export eSearch copy package [zip]

Add bookmark 

(12) International Application Status Report

Received at International Bureau: 18 April 2012 (18.04.2012)
Report generated on: 01 May 2013 (01.05.2013)

(10) Publication number: WO2012/131646	(43) Publication date: 04 October 2012 (04.10.2012)	(26) Publication language: English (EN)
(21) Application Number: PCT/IB2012/051571	(22) Filing Date: 30 March 2012 (30.03.2012)	(25) Filing language: English (EN)
(31) Priority number(s): 464/KOL/2011 (IN)	(31) Priority date(s): 01 April 2011 (01.04.2011)	(31) Priority status: Priority document received (in compliance with PCT Rule 17.1)

(51) International Patent Classification:
A23K 1/16 (2006.01)

(71) Applicant(s):
SAHOO, Bholeshwar Bhagaban [IN/IN]; Vil. Tulsipal, via Vil. Banarpal Dist. Angul-759128, Orissa, India Angul 759128 (IN)
(for all designated states)

(72) Inventor(s):
SAHOO, Bholeshwar Bhagaban; Vil. Tulsipal, via Vil. Banarpal Dist. Angul-759128, Orissa, India Angul 759128 (IN)

(74) Agent(s):
PANDURANGI Abhishek; C/O closer2patents, A-403, Athene Building, Lodha Paradise, Majiwada, Thane (W), India - 400601 Thane 400601 (IN)

(54) Title (EN): HERBAL COMPOSITIONS FOR INCREASE AND IMPROVEMENT OF MILK YIELD IN CATTLE
(54) Title (FR): COMPOSITIONS À BASE DE PLANTES POUR L'AUGMENTATION ET L'AMÉLIORATION DE LA PRODUCTION LAITIÈRE CHEZ LES BOVINS

(57) Abstract:
(EN): The present invention in a preferred embodiment provides herbal compositions for increase and improvement of milk yield in cattle. The present invention also provides for the methods of preparation and various forms of administration of the said compositions. The said compositions comprise of at least a part of *Acacia leucophloea*.
(FR): La présente invention, dans une forme de réalisation préférée, concerne des compositions à base de plantes pour l'augmentation et l'amélioration de la production laitière chez les bovins. La présente invention concerne aussi les procédés de préparation et les diverses formes d'administration desdites compositions. Lesdites compositions comprennent au moins une partie d'*Acacia leucophloea*.

International search report:
Not available [EP]

International preliminary examination report:
Not available

(81) Designated States:
 AE, AG, AL, AM, AO, AT, AU, AZ, BA, BB, BG, BH, BR, BW, BY, BZ, CA, CH, CL, CN, CO, CR, CU, CZ, DE, DK, DM, DO, DZ, EC, EE, EG, ES, FI, GB, GD, GE, GH, GM, GT, HN, HR, HU, ID, IL, IN, IS, JP, KE, KG, KM, KN, KP, KR, KZ, LA, LC, LK, LR, LS, LT, LU, LY, MA, MD, ME, MG, MK, MN, MW, MX, MY, MZ, NA, NG, NI, NO, NZ, OM, PE, PG, PH, PL, PT, QA, RO, RS, RU, RW, SC, SD, SE, SG, SK, SL, SM, ST, SV, SY, TH, TJ, TM, TN, TR, TT, TZ, UA, UG, US, UZ, VC, VN, ZA, ZM, ZW

IASR – International Application Status Report

UPLOAD DOCUMENTS

IMPORTANT NOTICE ABOUT SCANNED PDF FILES

All documents that are uploaded in ePCT are subject to a number of validations. The 'Add document' button always mentions the type of file format that it is permitted depending on the context, e.g.,

Add Document [.pdf]

Add Document [.txt or .zip or .app]

The minimum requirements for a scanned PDF file are:

- Paper size: A4 or US letter
- Orientation: portrait
- Black and White (must not be greyscale or color)
- Resolution: 300 dpi minimum

Important validations are also performed on the actual content of files selected to be added, so as to avoid to the extent possible that defects are detected receipt at IB. A file cannot be added if the paper size is not A4 or US letter size and the orientation is not portrait.

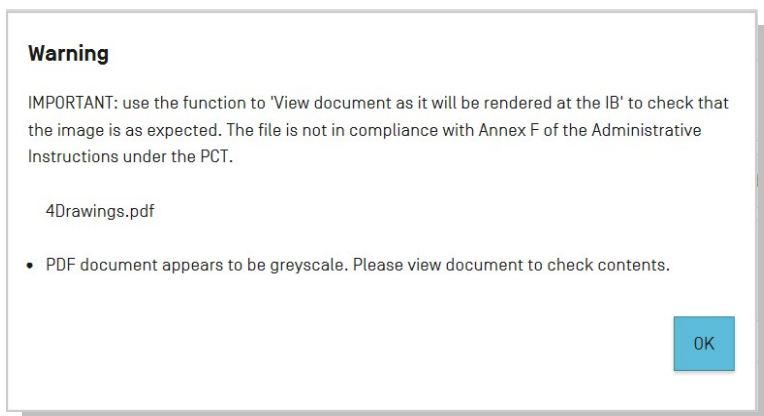
The system displays an error message:

PDF document is not standard A4 size

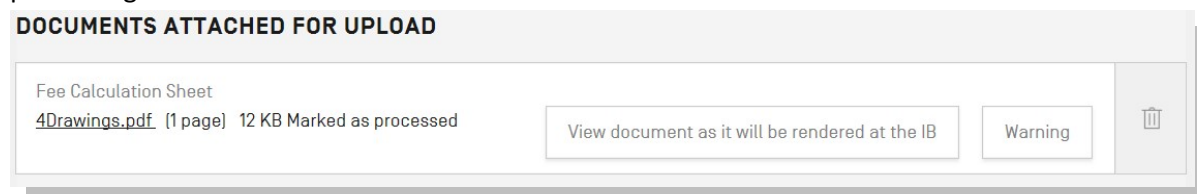
PDF orientation must be portrait
PDF document is not standard A4 size

Certain defects cannot be detected with certainty by the system, in which case the user is warned that there may potentially be a defect with the file. This is the case for PDF documents that are detected by the ePCT system to have defects like:

- file appears to be empty
- contains greyscale or color
- not embedded fonts
- poor resolution less than 300 dpi



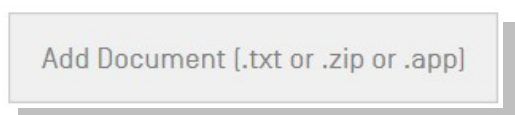
Such files can be attached, but the user is warned that they require re-rendering by the system for import and storage for further processing, following which the contents might be of poor quality. IMPORTANT: As mentioned in the warning message above, when the defects described above are detected with attached PDF documents, the user is always prompted to use the dedicated view button available in ePCT to view how the document will look after it has been rendered for processing.



This is a feature that allows the user to validate the rendered contents of the attached documents before they are sent to IB and thus avoid discrepancies as to quality or content.

The View document button should be used to view and check document contents when a potential error is detected.

Electronic files containing sequence listings may be attached and must be in ST.26 XML format (or ST.25 text format for IAs filed prior to July 1, 2022. Image/PDF format is not permitted for sequence listings.

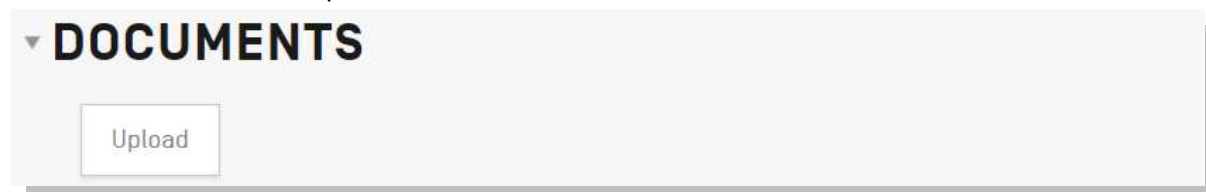


The content of sequence listing files is checked for compliance with WIPO standard ST.26 (XML) format and any files that do not meet this standard cannot be attached. For applications filed prior to July 1, 2022, these applications must have sequence listing files in WIPO Standard ST.25 format (text).

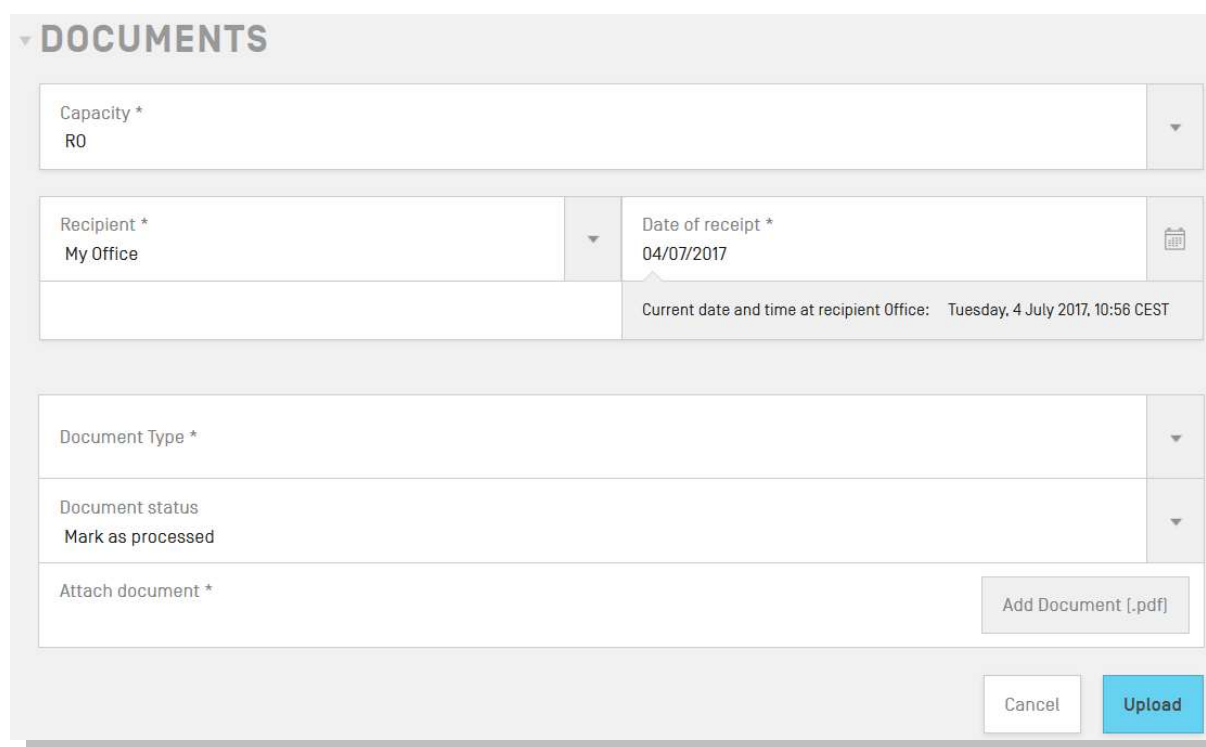
Sequence listings in invalid ST.25 format.

UPLOAD DOCUMENTS FOR AN IA

Click Documents section Upload button:



The list of document types available for upload to your Office is displayed upon clicking on the drop-down list:



The screenshot shows a grey header bar with a downward arrow and the word "DOCUMENTS" in bold. Below this, there is a form with several fields and buttons:

- Capacity ***: A dropdown menu with "RO" selected.
- Recipient ***: A dropdown menu with "My Office" selected.
- Date of receipt ***: A date field with "04/07/2017" and a calendar icon.
- Current date and time at recipient Office:** "Tuesday, 4 July 2017, 10:56 CEST".
- Document Type ***: A dropdown menu.
- Document status**: A dropdown menu with "Mark as processed" selected.
- Attach document ***: A text input field with an "Add Document [.pdf]" button next to it.
- Buttons:** "Cancel" and "Upload" buttons at the bottom right.

Since the status of the IA is 'New IA – RO Phase', the system allows you to upload documents only to your Office (My Office i.e. capacity is RO).

Upload the IA documents as multiple documents (i.e. RO/101 request, description, claims, abstract and drawings are scanned as separated documents) or as a single package 'New International Application' (i.e., RO/101 request and other documents are scanned in one single file).

New International Application [Multiple Documents]
 [RO/101] Request form
 Description
 Claims
 Abstract
 Drawings
 Sequence Listings
 Fee Calculation Sheet

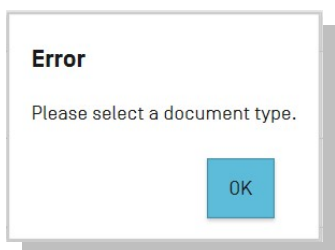
New International Application [Single Document: combined request, description, claims, abstract, drawings]
 New International Application
 International Application Confirmation Copy

Add Document [.pdf]

Select the document type and click the button

Select the PDF document to be uploaded and click 'Open'. The document will appear at the bottom of the list of uploaded documents showing the document type; File Name and File size and the column 'Remove' (see previous screenshot). Please refer to '[Important notice about scanned PDF files](#)' for more details about the validation of PDF files (color, format, size, orientation, etc.).

Before attaching a document, you must select a document type, if it is not done in that order you will get an error message:

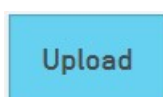


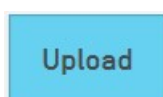
The dropdown list 'Document status' is made available to users to set the status of a document during the upload operation. The option 'Mark as processed' is set by default. This means that the content of each document was checked and validated by the RO. The option 'Mark as not yet processed' can be selected when attaching a document that is yet to be checked by the user and marked as processed at a later stage.

Document Type *

- Document status
- Mark as processed
- Mark as processed
- Mark as Not yet processed
- Mark as Office Private


The option 'Mark as Office Private' can be used when the Office user prefers to upload a document and make it visible only to its own Office users. This option can be used only for IA documents that are not relevant to other parties (e.g. private communication between the office and applicant or any other document that is not needed to be published or visible to IB or other parties).



Click the button  to upload the document into the Documents' section of the selected IA. If the document is uploaded successfully then you will get the following information message:

Information

Document(s) uploaded successfully.



By clicking OK, the system refreshes the screen and displays the Documents' section with the recently uploaded documents highlighted. The new uploaded documents are located in the section 'Documents for RO/XX' (e.g. RO/CN) because the IA is still under the control of the RO.

▼ DOCUMENTS FOR RO/CN				
<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	Fee Calculation Sheet [1] 1 page	RO	Processed	17 Mar 2017

Important: After upload, the documents *description, claims, abstract and drawings* are bundled in one single document type named '*Application Body as Filed*'

DOCUMENTS ATTACHED FOR UPLOAD

(RO/101) Request form R0101.pdf (24 pages) 268 KB Marked as processed	View document as it will be rendered at the IB	Warning	🗑️
Description 1description.pdf (3 pages) 20 KB Marked as processed			🗑️
Claims claims.pdf (2 pages) 17 KB Marked as processed			🗑️
Abstract 3Abstract.pdf (1 page) 10 KB Marked as processed			🗑️
Drawings 4Drawings.pdf (1 page) 12 KB Marked as processed	View document as it will be rendered at the IB	Warning	🗑️

Cancel Upload

DOCUMENTS FOR RO/CN

Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/> Application Body as Filed [3] 7 pages	RO	Processed	17 Mar 2017
<input type="checkbox"/> (RO/101) Request form [2] 24 pages	RO	Processed	17 Mar 2017

Note: The document type ‘International Application Confirmation Copy’ should be used for original documents of an IA that was initially sent by Fax to the RO. The document type ‘International Application Confirmation Copy’ can be uploaded by the RO after the creation of the new IA.

UPLOAD DOCUMENTS FOR A NON-EXISTENT IA

Office users can upload documents for an IA that does not yet exist yet in the IB database:

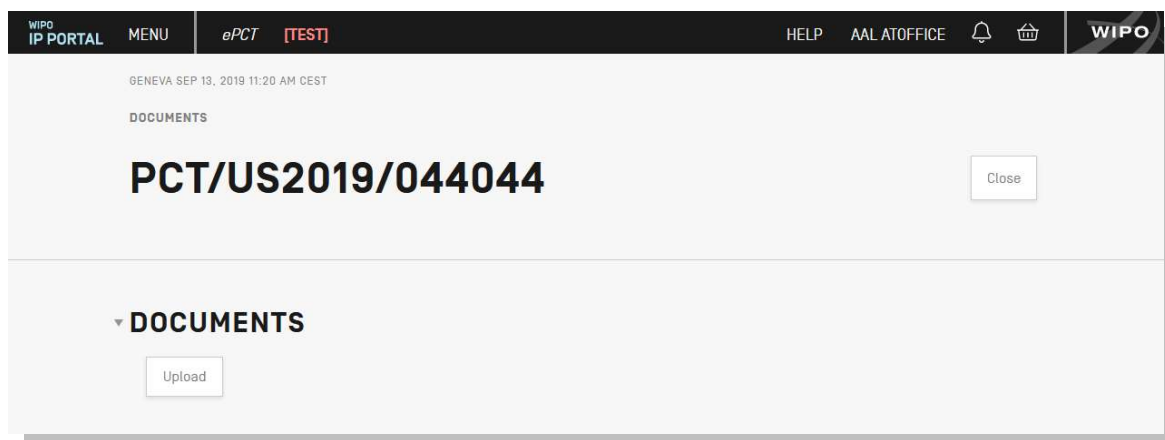
- Enter the IA number in the search field
- You will get a message informing you that the IA does not yet exist in the IB system yet, and asking you whether you want to upload documents for this IA.

Information

PCT/US2017/009999 does not [yet] exist in the system.
Do you want to upload documents for this international application?

OK

- By clicking OK a new screen with the IA number as title will open:



- Click on DOCUMENTS and on the button Upload choose first the type of document based on


your role (DO, RO, ISA, IPEA) and then click 'Add Document'

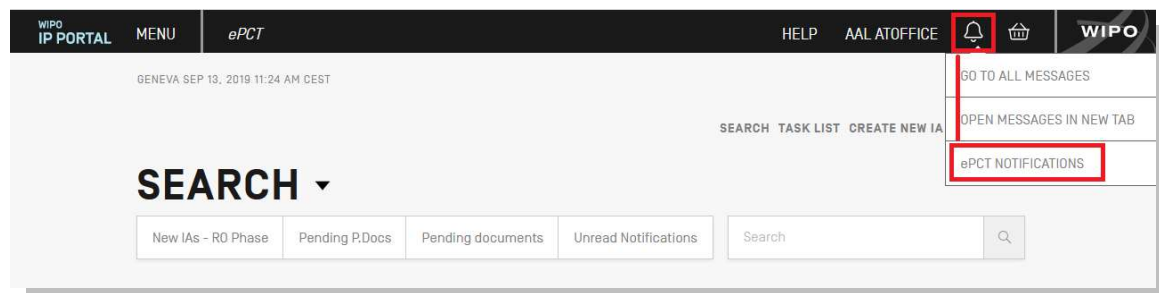
Add Document [.pdf]

- Select the PDF document to be uploaded and click 'Open'. The document will appear at the bottom of the list of uploaded documents showing the document type; the File Name and File size. Please refer to '[Important notice about scanned PDF files](#)' for more details about the validation of PDF files (color, format, size, orientation, etc.).
- Add an informal note for the processing team at IB about uploaded documents
- Click the 'Upload' button in the bottom right-hand corner of the screen to confirm the upload.

The IA will be created in the IB system and the uploaded documents will be visible in the Documents section of the IA.

NOTIFICATIONS RECEIVED BY THE OFFICE

To access the list of notifications, click on the icon  or select from the dropdown menu the option 'Notifications':



The screen displays the notifications related to the IAs for which your Office is acting as RO, ISA or IPEA. Notifications are received in the following cases:

- a new document uploaded to your Office
- an ePCT message sent to your Office
- an IB notification addressed to your Office
- a reminder for New IAs remaining in RO Phase for more than three weeks
- a New eFiling to your Office
- -a warning for a failed fax transmission
- warning for a failed email transmission
- ISA notification (when your office is designated as ISA)

The system displays by default only the unread notifications.

You can modify the filter in order to display more notifications:

NOTIFICATIONS

Filter | Columns

Filter

Unread Notifications

All

Unread Notifications

IA Status

From

Received date [from][to]

Capacity

	Read	IA Number	File Ref	Subject	Type [ID]	From	Capacity	Received date
<input type="checkbox"/>		PCT/XY2018/030030	DEMO-rob	ISA notification	ISA notification	IB	To ISA	22 May 2018
<input type="checkbox"/>		PCT/XY2018/030030	DEMO-rob	New ePCT Filing	ePCT Filing Notification - Bibdata and documents visible in ePCT	IB	To RO	22 May 2018

The notifications screen contains the following information:

1. View column: and show whether the notification is still new or has already been opened. Click on the envelope to see more details about the notification. The content of the popup information message depends on the notification type: document generated by the IB, document uploaded by the applicant, ePCT message, etc.

Information

The following New International Application for which your Office has been designed as Searching Authority is now available in ePCT:

IA Number: [IB2015080257](#)

2. The IA number: link to open directly the IA contents.
3. Subject: Indicates the subject of the notification. It is displayed in red for a reminder or a failed fax or email and in blue for a new document received, ePCT Message or a new eFiling.
4. Type [ID]: type of the notification and its ID number. By clicking this link, you will open directly the related document or message:

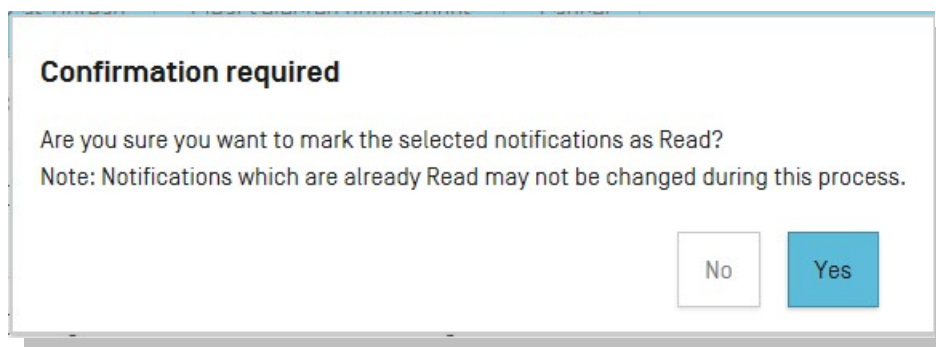
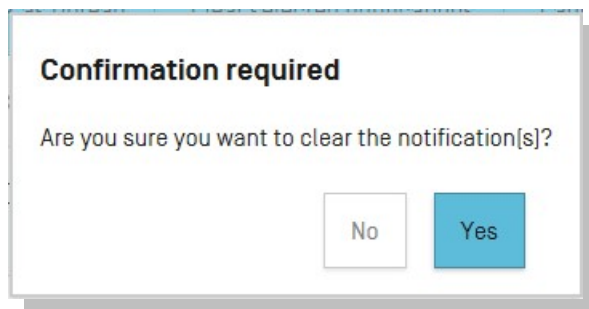
5. From: This column indicates the party (Applicant, IB, etc.) who has performed the action that generated the notification.
6. Capacity: This column displays the recipient of the notification and whether the document was addressed (to) or copied (cc) to the Office. Office users with more than one ePCT access role (ePCT-RO, ePCT-ISA and ePCT-IPEA) should be able to see whether the document was added or copied to their Office as RO, ISA or IPEA.
7. Received date [xxx]: This column indicates the date of receipt of the notification. 'xxx' corresponds to the total number of notifications received (i.e. not yet cleared).

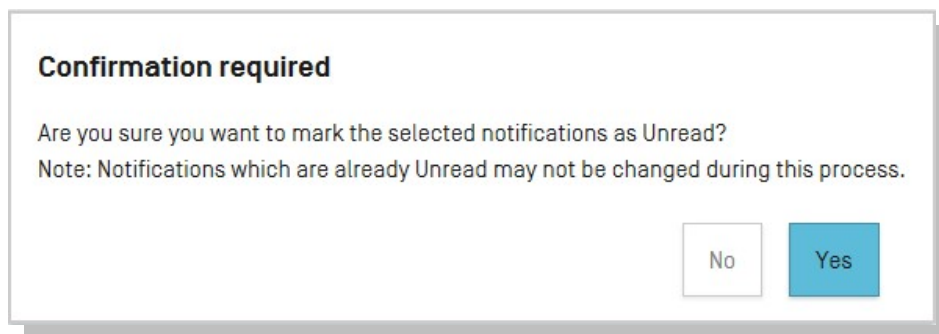
When selecting one or more notifications an action bar will appear allowing you to perform actions on the selected notifications.



Read	IA Number	File Ref	Subject	Type [IO]	From	Capacity	Received date
<input checked="" type="checkbox"/>	PCT/XY2018/030030	DEMO-rob	ISA notification	ISA notification	IB	To ISA	22 May 2018
<input type="checkbox"/>	PCT/XY2018/030030	DEMO-rob	New ePCT Filing	ePCT Filing Notification - Bibliographic data and documents visible in ePCT	IB	To RO	22 May 2018
<input checked="" type="checkbox"/>	PCT/XY2018/030028	DEMO-US-seqd	New ePCT Filing	ePCT Filing Notification - Bibliographic data and documents visible in ePCT	IB	To RO	18 May 2018

The action bar offers three possible actions, Mark as Read, Mark as Unread and Clear selected notifications. The user is requested to confirm the selected action through a confirmation message.





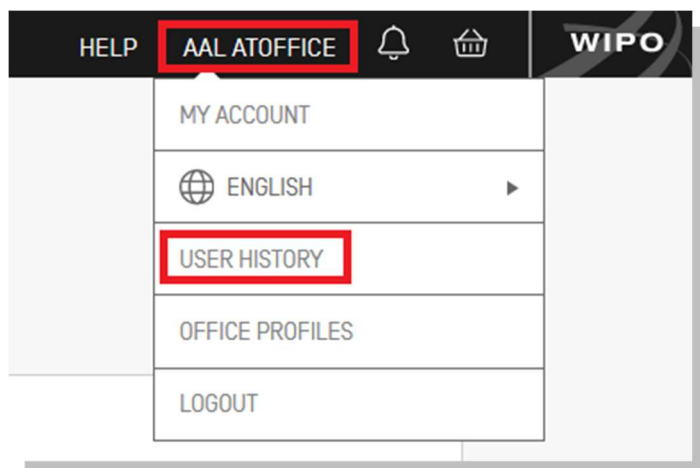
The number of received notifications will decrease each time a notification is cleared or read.

The Filter allows to filter the list of notifications using the information displayed in different columns IA Status, From, Received date and Capacity.

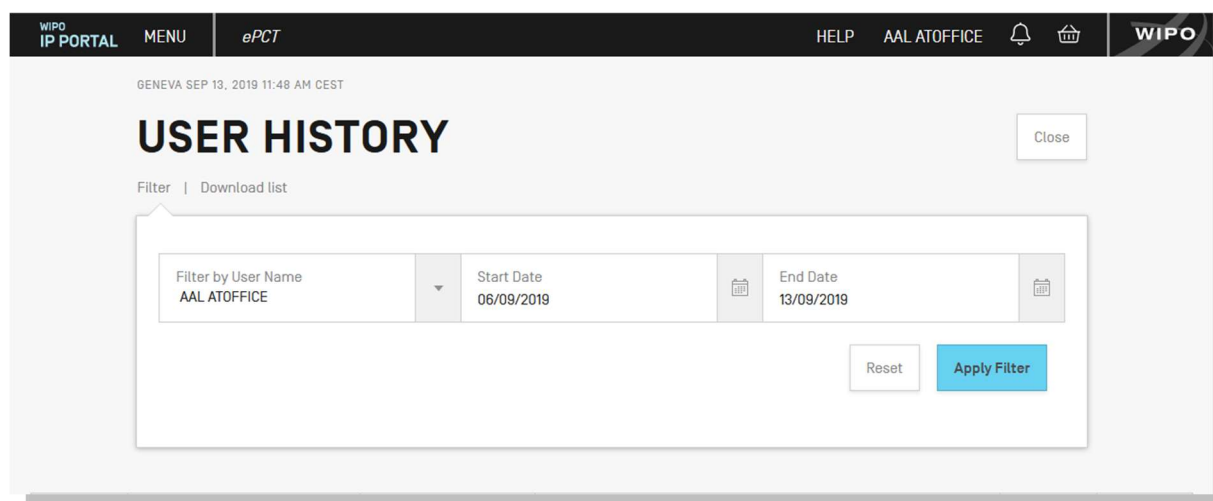


USER HISTORY

Select the option 'User History' from the dropdown list:



The user history screen shows the history of all actions that have been performed by an Office user. You can select from the drop-down list an Office user in the ePCT system for all IAs to which the Office has access.



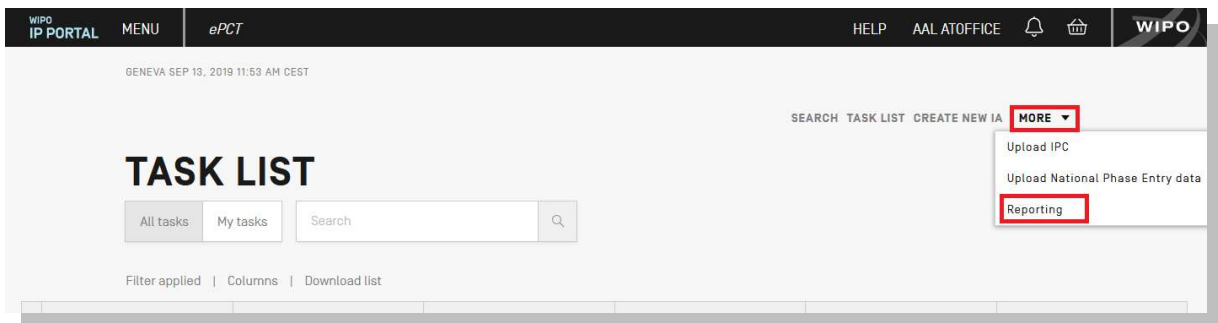
When you open the History screen, the start and end dates are set by default in such a way that you have a default view of all the actions for the last one week period. Your user name is set by default under user name filter. It is possible to select a different Office user as filter or ALL office users. The 'History' list shows the following columns:

User Name	IA Number	Type of Action	Audit Info	Capacity	Event Date
[AT] AAL.ATOFFICE	PCT/KR2019/000010	Form generated	Recipient [0]	ISA	13 Sep 2019
[AT] AAL.ATOFFICE	PCT/KR2019/000010	Form generated	Recipient IB - [ISA/225] Invitation to Furnish Nucleotide and/or Amino Acid Sequence Listing and/or Tables Related Thereto Complying with Standard and/or Technical Requirements, and to Pay, Where Applicable, Late Furnishing Fee [8]	ISA	13 Sep 2019
[AT] AAL.ATOFFICE	PCT/AT2019/000477	Transmit Priority Doc(s) to IB	Recipient IB - ePCT Office Cover Letter [2] Priority Document [3]	R0	12 Sep 2019
[AT] AAL.ATOFFICE	PCT/AT2019/080010	Manage Fees	Retrieved IA fees information	R0	09 Sep 2019

- User Name
- IA Number: click on the IA Number to open the contents of the IA.
- Type of Action: shows the details of actions performed, documents uploaded, form generated, etc.
- Audit info: provides details related to the different actions performed.
- Event Date: shows the date of the action, if you point the date with the cursor, the time will also appear as a tool tip text.

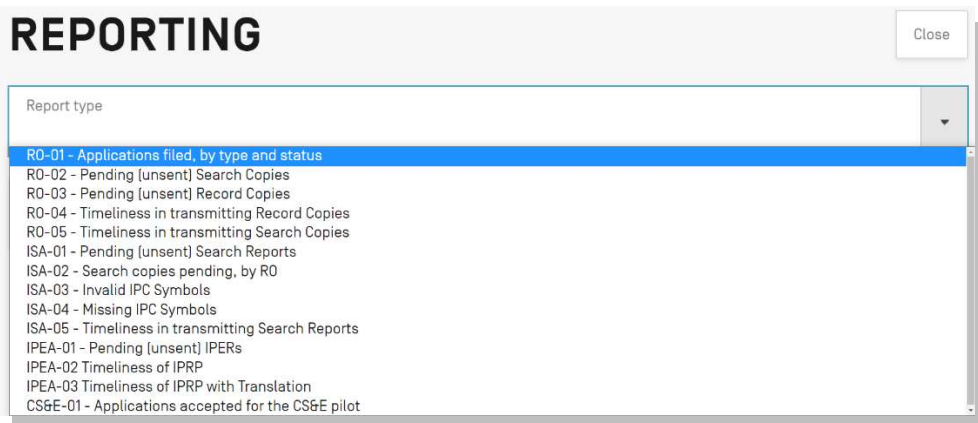
REPORTING

ePCT Office Reports available to Office users accessed through the “MORE” functions menu on the ePCT screen:



The screenshot shows the ePCT interface with the 'TASK LIST' section. The 'MORE' dropdown menu is open, showing options: 'Upload IPC', 'Upload National Phase Entry data', and 'Reporting' (highlighted with a red box). The interface also shows navigation links like 'SEARCH', 'TASK LIST', and 'CREATE NEW IA'.

The available reports are:



The screenshot shows the 'REPORTING' dropdown menu with the following list of report types:

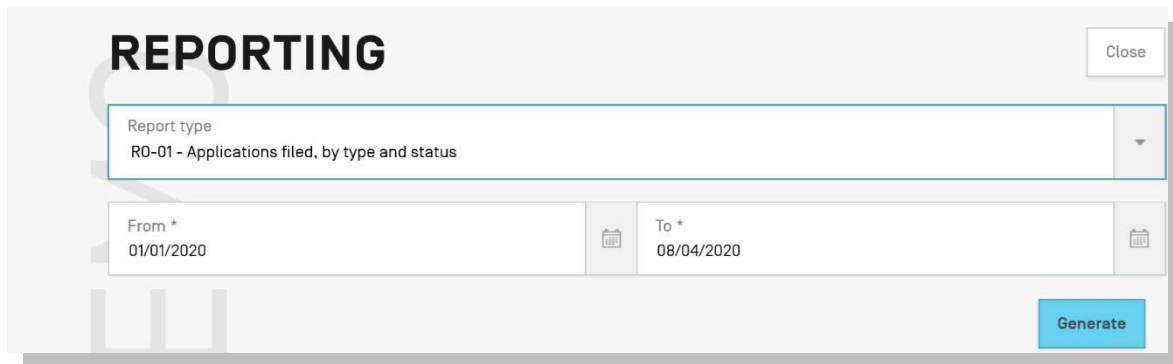
- RO-01 - Applications filed, by type and status
- RO-02 - Pending [unsent] Search Copies
- RO-03 - Pending [unsent] Record Copies
- RO-04 - Timeliness in transmitting Record Copies
- RO-05 - Timeliness in transmitting Search Copies
- ISA-01 - Pending [unsent] Search Reports
- ISA-02 - Search copies pending, by R0
- ISA-03 - Invalid IPC Symbols
- ISA-04 - Missing IPC Symbols
- ISA-05 - Timeliness in transmitting Search Reports
- IPEA-01 - Pending [unsent] IPEAs
- IPEA-02 Timeliness of IPRP
- IPEA-03 Timeliness of IPRP with Translation
- CS&E-01 - Applications accepted for the CS&E pilot

As shown in the dropdown list above, there are four types of reports: RO-xx, ISA-xx and IPEA-xx, and CS&E-xx for Collaborative Search and Examination.

In order to facilitate the work of the Offices and IB in the timely transmission and processing of record copies, search reports and IPERs, system notifications will be generated, and sent to the main contacts for Offices on a monthly / quarterly basis.

RO-01 – APPLICATIONS FILED, BY TYPE AND STATUS

Report RO-01 allows you to search the number of IAs filed in your Office between specified dates. The search results are presented by filing type and current status of the IAs.



Having clicked on the ‘Generate’ button, the report appears as follows:

PCT APPLICATIONS FILED AT XY FROM 01-JAN-2020 TO 08-APR-2020

Report generated by ePCT for Elnara NOVRUZOVA at 08 Apr 2020 03:42:23 CEST. This information is confidential, for use only by the Office for which it is generated.

Columns | Download list

STATUS	PAPER	PCT-EASY	E-Filing (PDF)	E-Filing (XML)	Scanned e-filing	TOTAL	%
New IA - RO Phase	3	0	0	0	0	3	30.0
Not yet Published	2	0	4	1	0	7	70.0
Published	0	0	0	0	0	0	0.0
Withdrawn	0	0	0	0	0	0	0.0
Published And Withdrawn	0	0	0	0	0	0	0.0
Processing stopped	0	0	0	0	0	0	0.0
Not yet received at IB	0	0	0	0	0	0	0.0
TOTAL	5	0	4	1	0	10	
%	50.0	0.0	40.0	10.0	0.0		

Click on 'Columns' to select relevant columns to display.

Click the link 'Download list' to download the report results as shown on the screen. User can also click on the figures shown in the table to download the list of IAs corresponding to the selected criteria (Status, Filing method or total).

RO-02 – PENDING (UNSENT) SEARCH COPIES

This report covers all international applications for which the International Bureau (IB) has a record, the relevant Office is indicated as RO, the application has not been withdrawn or treated as not having been made, and the IB has not yet either received and processed a notification that a search copy has been received, or else received an international search report or declaration that no international search report will be established. This may mean that the search copy has not been sent to the ISA, that a notification of receipt of the search copy has not yet been sent, or that the IB has not yet received and processed a notification.

The date of receipt of search copy may not be known either because the RO has not yet sent the search copy to the ISA or because the International Bureau has not yet received and processed the notification of receipt of search copy. Where the date of receipt of the search copy is known to the IB, the target is based on the actual target date specified in Rule 42, save that non-working days and official holidays referred to in Rule 80.5 are not taken into account. Where the date of receipt of the search copy is not known, an artificial deadline of 16 months from priority is included to give a general idea of what the deadline might be.

The report shows the number of pending (unsent) search copies by weeks from the target date.

Clicking on any of the numbers in the table will generate a list of application numbers that fall into the relevant category, to assist Offices in identifying and overcoming any problems.

PENDING [UNSENT] SEARCH COPIES

Report generated by ePCT for Elnara NOVRUZOVA at 08 Apr 2020 03:28:56 CEST. This information is confidential, for use only by the Office for which it is generated.

Download list

Weeks ...	International Searching Authority (ISA)											Total
	XY	SG	JP	KR	PH	CN	EP	CA	ES	US	XV	
0 week	2	0	0	0	0	0	1	0	0	0	0	3
1 week	0	0	0	0	0	0	0	0	0	1	0	1
2 weeks	0	0	0	0	0	0	1	0	0	0	0	1
3 weeks	0	0	0	0	0	0	0	0	0	0	0	0
>= 4 w...	51	3	2	6	1	3	72	12	30	11	3	194
Total	53	3	2	6	1	3	74	12	30	12	3	199

RO-03 – PENDING (UNSENT) RECORD COPIES

This report covers all international applications for which the International Bureau has a record, the relevant Office is indicated as RO, the application has not been withdrawn or treated as not having been made, and the International Bureau (IB) has not yet either received and processed a notification that a record copy has been received. This may mean that the record copy has not been sent to the IB, that a notification of receipt of the record copy has not yet been sent, or that the IB has not yet received and processed a notification.

The report shows the number of pending (unsent) record copies by weeks from the International Filing Date.

Clicking on any of the numbers in the table will generate a list of application numbers that fall into the relevant category, to assist Offices in identifying and overcoming any problems.

PENDING (UNSENT) RECORD COPIES

Report generated by ePCT for Elnara NOVUZOVA at 08 Apr 2020 03:39:56 CEST. This information is confidential, for use only by the Office for which it is generated.

Download list

Weeks from IFD	IAIs
0 week	0
1 week	0
2 weeks	0
3 weeks	0
>= 4 weeks	126
Total	126

RO-04 – RO TIMELINESS IN TRANSMITTING RECORD COPIES

This report covers all international applications for which the International Bureau (IB) has a record, the relevant Office is indicated as RO, the application has not been withdrawn or treated as not having been made, and the IB has not yet either received and processed a notification that a record copy has been received. This may mean that the record copy has not been sent to the IB, that a notification of receipt of the record copy has not yet been sent, or that the IB has not yet received and processed a notification.

The purpose of this report is to facilitate the work of the ISA and IB in the timely transmission and processing of record copies. The report provides actual timeliness information across the last five quarters, presented by weeks from the International Filing Date.

Clicking on any of the numbers in the table will generate a list of application numbers that fall into the relevant category, to assist in identifying and overcoming any problems.

RO TIMELINESS IN TRANSMITTING RECORD COPIES

Report generated by ePCT for Elnara NOVUZOVA at 07 Apr 2020 14:04:24 CEST. This information is confidential, for use only by the Office for which it is generated.

Download list

Weeks from IFD	Q1/2019	Q2/2019	Q3/2019	Q4/2019	Q1/2020
0 week	<u>13</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>2</u>
1 week	<u>1</u>	<u>1</u>	0	<u>1</u>	0
2 weeks	<u>2</u>	0	0	0	0
3 weeks	0	<u>1</u>	0	0	0
>= 4 weeks	<u>1</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>2</u>
Total	<u>17</u>	<u>13</u>	<u>10</u>	<u>10</u>	<u>4</u>

RO-05 – RO TIMELINESS IN TRANSMITTING SEARCH COPIES

This report covers all international applications for which the International Bureau (IB) has a record, the relevant Office is indicated as RO, the application has not been withdrawn or treated as not having been made, and the IB has not yet either received and processed a notification that a search copy has been received, or else received an international search report or declaration that no international search report will be established. This may mean that the search copy has not been sent to the ISA, that a notification of receipt of the search copy has not yet been sent, or that the International Bureau has not yet received and processed a notification.

The purpose of this report is to facilitate the work of the ISA and IB in the timely transmission and processing of search copies. The report provides actual timeliness information across the last five quarters, presented by weeks from IFD.

Clicking on any of the numbers in the table will generate a list of application numbers that fall into the relevant category, to assist in identifying and overcoming any problems.

RO TIMELINESS IN TRANSMITTING SEARCH COPIES

Report generated by ePCT for Elnara NOVUZOVA at 07 Apr 2020 12:25:29 CEST. This information is confidential, for use only by the Office for which it is generated.

Download list

Weeks from IFD	Q1/2019	Q2/2019	Q3/2019	Q4/2019	Q1/2020
0 week	0	0	0	0	0
1 week	0	0	0	0	0
2 weeks	0	0	0	0	0
3 weeks	0	0	0	0	0
>= 4 weeks	0	<u>2</u>	0	0	0
Total	0	<u>2</u>	0	0	0

ISA-01 – PENDING (UNSENT) SEARCH REPORTS

This report covers all international applications for which the International Bureau (IB) has a record, the relevant Office is indicated as ISA, the application has not been withdrawn or treated as not having been made, and the IB has not yet received and processed an international search report or declaration under Article 17(2)(a) that no international search report will be established. The current date, used for calculating the time from target (due date), is the date in the time zone of the IB in Geneva.

The date of receipt of search copy may not be known either because the ISA has not yet received the search copy, or because the International Bureau has not yet received and processed the notification of receipt of search copy. Where the date of receipt of the search copy is known to the International Bureau, the target is based on the actual target date specified in Rule 42, save that non-working days and official holidays referred to in Rule 80.5 are not taken into account. Where the date of receipt of the search copy is not known, an artificial deadline of 16 months from priority is included to give a general idea of what the deadline might be.

Clicking on any of the numbers in the table will generate a list of application numbers that fall into the relevant category, to assist Offices in identifying and overcoming any problems.

PENDING [UNSENT] SEARCH REPORTS

Report generated by ePCT for Elnara NOVRUZOVA at 08 Apr 2020 03:37:21 CEST. This information is confidential, for use only by the Office for which it is generated.
[Show details](#)

Download list

Weeks before/after due date	IAs
> 4 weeks	2
3 weeks	0
2 weeks	0
1 week	0
0 week	0
+ 1 week [late]	0
+ 2 weeks [late]	0
+ 3 weeks [late]	1
> +4 weeks [late]	63
Total	67

ISA-02 – SEARCH COPIES PENDING, BY RO

This report covers all international applications for which the International Bureau (IB) has a record, the relevant Office is indicated as ISA, the application has not been withdrawn or treated as not having been made, and the IB has not yet either received and processed a notification that a search copy has been received, or else received an international search report or declaration that no international search report will be established. This may mean that the search copy has not been sent to the ISA, that a notification of receipt of the search copy has not yet been sent, or that the IB has not yet received and processed a notification.

Clicking on any of the numbers in the table will generate a list of application numbers that fall into the relevant category, to assist Offices in identifying and overcoming any problems.

REPORTING

Close

PCT APPLICATIONS WITH SEARCH COPY PENDING

Report generated by ePCT for PT04 ePCT test at 25 Nov 2021 11:08:05 CET. This information is confidential, for use only by the Office for which it is generated.
[Show details](#)

Download list

Receiving Office	# IAs with no indication of search copy received	
	by 15m from priority	any timing
AZ	1	1
EA	0	1
IB	22	29
RU	19	22
US	1	1
Total	43	54

ISA-03 – INVALID IPC SYMBOLS

A report is available for ISA office users to generate a list of International Applications that are due to be published within the coming weeks where the IPC symbols are invalid.

The report produces a list of International Applications from which the user may directly access the Manage IPC Symbols action for each International Application by pressing the corresponding button.

ISA-04 – MISSING IPC SYMBOLS

A report is available for ISA office users to generate a list of International Applications that are due to be published within the coming weeks where the IPC symbols are not present.

The report produces a listing of International Applications from which the user may directly access the Manage IPC Symbols action for each International Application by pressing the corresponding button.

PCT APPLICATIONS WITH MISSING IPC SYMBOLS

Report generated by ePCT for Peter Waring at 15:53:40 CET, 29 November 2018. This information is confidential, for use only by the Office for which it is generated in managing its PCT workflow.

Download list

IA Number	ISR	Republication Code	ACTIONS
XY2017030031			Manage IPC Action
XY2018030023			Manage IPC Action

ISA-05 – TIMELINESS IN TRANSMITTING SEARCH REPORTS

This report covers all international applications for which the International Bureau (IB) has received an International Search report in each of the quarters included in the report for the relevant Office indicated as ISA, where the application has not been withdrawn or treated as not having been made. The current date, used for calculating the due date and timeliness, is the date in the time zone of the IB in Geneva.

The date of receipt of search copy may not be known because the IB has not yet received and processed the notification of receipt of search copy. Where the date of receipt of the search copy is known to the IB, the due date is based on the actual target date specified in Rule 42, save that non-working days and official holidays referred to in Rule 80.5 are not taken into account. Where the date of receipt of the search copy is not known, an artificial deadline of 16 months from priority is included to give a general idea of what the deadline ought to have been.

The purpose of this report is to facilitate the work of the ISA and IB in the timely transmission and processing of search reports. The report provides actual timeliness information across the last five quarters, presented by weeks before or after due date.

Clicking on any of the numbers in the table will generate a list of application numbers which fall into the relevant category, to assist in identifying and overcoming any problems.

ISA TIMELINESS IN TRANSMITTING SEARCH REPORTS - [ISA-05 REPORT]

Report generated by ePCT for Elnara NOVROZOVA at 08 Apr 2020 13:46:14 CEST. This information is confidential, for use only by the Office for which it is generated.

Download list

Weeks before/after due date	Q1/2019	Q2/2019	Q3/2019	Q4/2019	Q1/2020
> 4 weeks	4	0	1	0	0
3 weeks	0	0	0	0	0
2 weeks	0	0	0	0	0
1 week	0	0	0	0	0
0 week	0	0	0	0	0
+1 week (late)	0	0	0	0	0
+2 weeks (late)	0	0	0	0	0
+3 weeks (late)	0	0	0	0	0
> +4 weeks (late)	0	0	0	0	0
Total	4	0	1	0	0

IPEA-01 – PENDING (UNSENT) IPERS

This reports covers all international applications for which the IB has a record , the relevant Office is indicated as IPEA, the application has not been withdrawn or treated as not having been made, the IB has not been informed that the demand has been withdrawn and the IB has not yet received and processed the international preliminary examination report. The current date, used for calculating the time from target, is the date in the time zone of the International Bureau in Geneva.

The time limits are based on approximations of the time limits referred to in Rules 69.1 and 69.2. In particular, no account is taken of the payment of fees according to Rule 69.1(a)(ii) or of translations according to Rule 69.2(iii) (for which the IB has no information). Furthermore, it is assumed that the IPEA receives the ISR by the later of the date of the demand and the date on which the IB receives the ISR. Where none of the dates referred to in Rule 69.1(a) are known to the IB, the date for start of International Preliminary Examination is assumed to be the current date. This is likely to be incorrect.

The report shows the number of pending (unsent) IPERS by weeks before or after the due date.

Clicking on any of the numbers in the table will generate a list of application numbers which fall into the relevant category, to assist Offices in identifying and overcoming any problems.

PENDING [UNSENT] IPERS

Report generated by ePCT for Elnara NOVRUZOVA at 08 Apr 2020 03:55:11 CEST. This information is confidential, for use only by the Office for which it is generated.
[Show details](#)

Download list

Weeks before/after due date	IAs
> 4 weeks	4
3 weeks	0
2 weeks	0
1 week	0
0 week	0
+1 week [late]	0
+2 weeks [late]	0
+3 weeks [late]	0
> +4 weeks [late]	9
Total	13

IPEA-02 – TIMELINESS OF IPRP

This reports covers all international applications for which the IB has a record , the relevant Office is indicated as IPEA, the application has not been withdrawn or treated as not having been made, the IB has not been informed that the demand has been withdrawn and the IB has received and processed the international preliminary examination report. The due date, used for calculating the time before or after the due date each report has been received target, is the 28-month date in the time zone of the International Bureau in Geneva.

The time limits are based on approximations of the time limits referred to in Rules 69.1 and 69.2. In particular, no account is taken of the payment of fees according to Rule 69.1(a)(ii) or of translations according to Rule 69.2(iii) (for which the IB has no information). Furthermore, it is assumed that the IPEA receives the ISR by the later of the date of the demand and the date on which the IB receives the ISR. Where none of the dates referred to in Rule 69.1(a) are known to the IB, the date for start of International Preliminary Examination is assumed to be the current date. This is likely to be incorrect.

The purpose of this report is to facilitate the work of the IPEA and IB in the timely transmission and processing of examination reports. The report provides actual timeliness information across the last five quarters, presented by weeks before or after due date.

Clicking on any of the numbers in the table will generate a list of application numbers that fall into the relevant category, to assist Offices in identifying and overcoming any problems.

REPORTING

Close

TIMELINESS IN TRANSMITTING EXAMINATION REPORTS - [IPEA-02 REPORT]

Report generated by ePCT for PT04 ePCT test at 25 Nov 2021 10:48:06 CET. This information is confidential, for use only by the Office for which it is generated.

This report considers that the due date for the international preliminary examination is 28 months

Download list

Weeks before/after due date	Q3/2020	Q4/2020	Q1/2021	Q2/2021	Q3/2021
> 4 weeks	1	1	0	0	0
3 weeks	0	0	0	0	0
2 weeks	0	0	0	0	0
1 week	0	0	0	0	0
0 week	0	0	0	0	0
+1 week [late]	0	0	0	0	0
+2 weeks [late]	0	0	0	0	0
+3 weeks [late]	0	0	0	0	0
> +4 weeks [late]	0	0	0	0	0
Total	1	1	0	0	0

IPEA-03 – TIMELINESS OF IPRP WITH TRANSLATION

This reports covers all international applications for which the IB has a record , the relevant Office is indicated as IPEA, the application has not been withdrawn or treated as not having been made, the IB has not been informed that the demand has been withdrawn and the IB has processed the translated international preliminary examination report. The due date, used for calculating the time before or after the due date each report has been received target, is the 30-month date in the time zone of the International Bureau in Geneva.

The time limits are based on approximations of the time limits referred to in Rules 69.1 and 69.2. In particular, no account is taken of the payment of fees according to Rule 69.1(a)(ii) or of translations according to Rule 69.2(iii) (for which the IB has no information). Furthermore, it is assumed that the IPEA receives the ISR by the later of the date of the demand and the date on which the IB receives the ISR. Where the IB knows none of the dates referred to in Rule 69.1(a), the date for start of International Preliminary Examination is assumed to be the current date. This is likely to be incorrect.

The purpose of this report is to facilitate the work of the IPEA and IB in the timely transmission and processing of translations of examination reports. The report provides actual timeliness information across the last five quarters, presented by weeks before or after due date.

Clicking on any of the numbers in the table will generate a list of application numbers that fall into the relevant category, to assist Offices in identifying and overcoming any problems.

REPORTING

Close

TIMELINESS OF TRANSLATED EXAMINATION REPORTS - [IPEA-03 REPORT]

Report generated by ePCT for PT04 ePCT test at 25 Nov 2021 10:54:03 CET. This information is confidential, for use only by the Office for which it is generated.

This report considers that the due date for the translation of the international preliminary examination report is 30 months

Download list

Weeks before/after due date	Q3/2020	Q4/2020	Q1/2021	Q2/2021	Q3/2021
> 4 weeks	0	0	0	0	0
3 weeks	0	0	0	0	0
2 weeks	0	0	0	0	0
1 week	1	0	0	0	0
0 week	0	0	0	0	0
+1 week [late]	0	0	0	0	0
+2 weeks [late]	0	0	0	0	0
+3 weeks [late]	0	0	0	0	0
> +4 weeks [late]	0	0	0	0	0
Total	1	0	0	0	0

NPE-01 – VOLUME OF NATIONAL PHASE ENTRY EVENTS PER OFFICE

The report NPE-01 provides the volume of National Phase Entry (NPE) events for Offices to enable the monitoring of the timely flow of this information into the IB database.

NPE-02 – LIST OF OFFICES WITH EACH NATIONAL PHASE EVENT TYPE

The report NPE-02 provides information regarding the types of National Phase Entry events for Offices to enable the monitoring of the types of NPE data flowing into the IB database.

NPE-03 – COUNTS OF NATIONAL PHASE EVENTS BY EVENT TYPE

The report NPE-03 provides information regarding the types, and volumes, of National Phase Entry events for Offices to enable the monitoring of the types of NPE data flowing into the IB database.

NPE-04 – LATEST NATIONAL PHASE ENTRY EVENT BY OFFICE

The report NPE-04 enables a quick assessment of the latest National Phase Entry events for Offices to identify the latest date in datasets provided by Offices to the IB.

SFD-01 – MONTHLY SFD VOLUMES BY DOCUMENT TYPE

The report SFD-01 is useful for Offices to understand the usage of the ePCT system by applicants in submitting Subsequently Filed Documents (SFDs).

SFD-02 – MONTHLY SFD VOLUMES BY OFFICE ROLE

The report SFD-01 is useful for Offices to understand the usage of the ePCT system by applicants in submitting Subsequently Filed Documents (SFDs) by each PCT role performed by the Office.

SFD-03 – MONTHLY SFD VOLUMES BY NATIONALITY AND RESIDENCE

The report SFD-01 enables Offices to understand the usage of the ePCT system by applicants in submitting Subsequently Filed Documents (SFDs) by applicant/agent geographical location.

SFD-04 – MONTHLY SFD VOLUMES BY APPLICANT

The report SFD-01 is useful for Offices to understand the usage of the ePCT system by individual applicants in submitting Subsequently Filed Documents (SFDs) to enable specific actions to be taken by the Office in promoting the usage of ePCT for SFDs.

CS&E-01 – APPLICATION ACCEPTED FOR THE CS&E PILOT

The report CS&E-01 is useful for the IP5 Offices that are involved in Collaborative Search and Examination pilot project. It provides the list of applications accepted for collaborative search and examination as well as the break down to different stages:

CS&E-01 - Applications accepted for the CS&E pilot

International Searching Authority : EP

Applications accepted for the CS&E pilot

Download list

By ISA/EP	By any ISA
<u>3</u>	<u>27</u>

Stage 1: Applications accepted with provisional reports not yet sent

Download list

Time from target	From ISA/EP	From any ISA
Deadline missed	0	<u>1</u>
Deadline within next 7 days	0	0
Total	<u>2</u>	<u>18</u>

Stage 2: Applications with provisional report sent and at least 1 peer contribution outstanding

Download list

Time from target	EP as peer ISA	EP as main ISA	All ISAs
Deadline missed	<u>2</u>	<u>1</u>	<u>3</u>
Deadline within next 7 days	0	0	0
Total	<u>8</u>	<u>1</u>	<u>9</u>

Stage 3: Applications with final report due

Download list

Time from target	By ISA/EP	From any ISA
Deadline missed	0	0
Deadline within next 7 days	0	0
Total	0	0

Stage 4: Applications complete [final report sent]

Download list

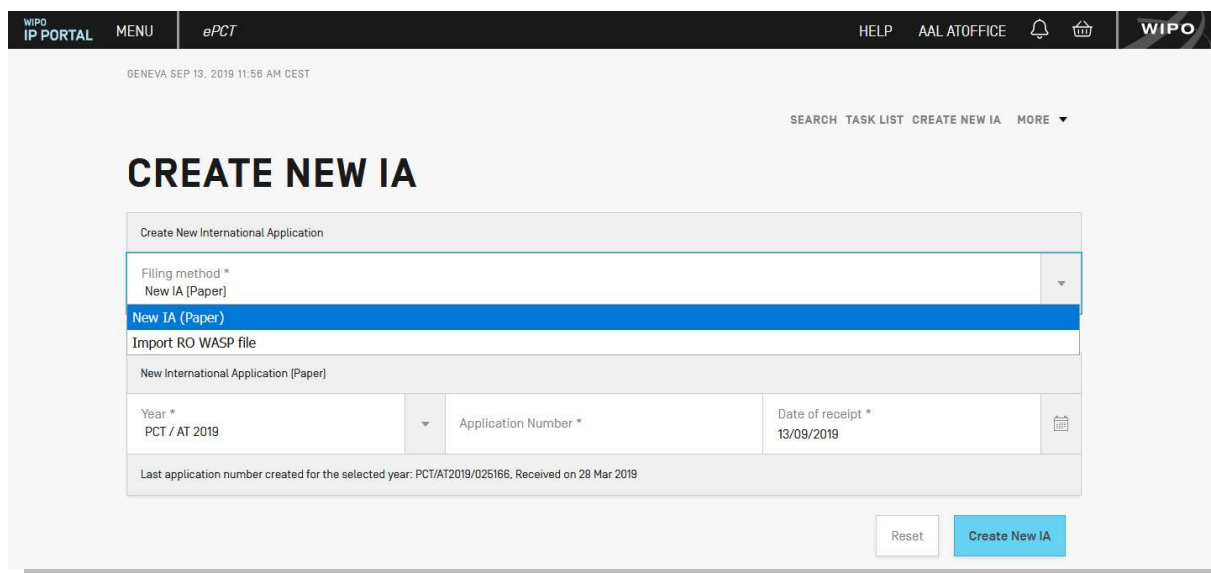
By ISA/EP	By any ISA
0	<u>2</u>

Report generated by ePCT for AAL XY-OFFICE at 09:37:34 CEST, 23 May 2018. This information is confidential, for use only by the Office for which it is generated in managing its PCT workflow.

RECEIVING OFFICE FUNCTIONS

CREATE NEW IA

The function 'Create New IA' allows you to securely add into ePCT any new IAs that you received in paper format or to import new applications filed electronically to your Office either via PCT-SAFE or any other Annex F compliant tools (e.g. eOLF):



WIPO IP PORTAL MENU ePCT HELP AAL ATOFFICE WIPO

GENEVA SEP 13, 2019 11:56 AM CEST

SEARCH TASK LIST CREATE NEW IA MORE ▾

CREATE NEW IA

Create New International Application

Filing method *
New IA (Paper)

New IA (Paper)

Import RO WASP file

New International Application (Paper)

Year *
PCT / AT 2019

Application Number *

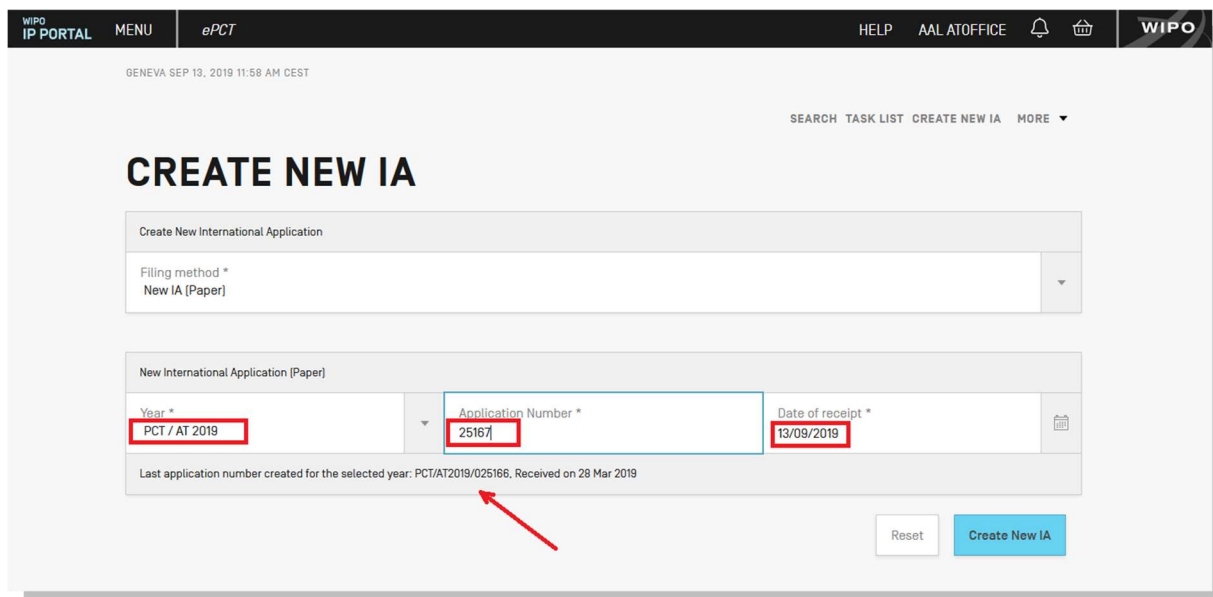
Date of receipt *
13/09/2019

Last application number created for the selected year: PCT/AT2019/025166, Received on 28 Mar 2019

Reset Create New IA

INTERNATIONAL APPLICATION RECEIVED IN PAPER

Select the filing method 'New IA (Paper)' and then enter the Application number as mentioned on the paper form (e.g. PCT/XY2018/000011):



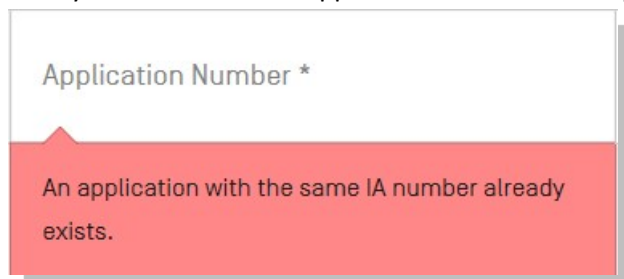
The numbering of IAs filed in paper continues to be managed manually by the receiving Office. The IA number and the date of receipt at RO should be stamped or written on the first page of the request form (RO/101).

The system sets the country code by default to your Office code (e.g. EP for EPO, 'MY' for Malaysia or CH for Switzerland), the year is also set by default to the current year but the user can also choose the previous year if necessary.

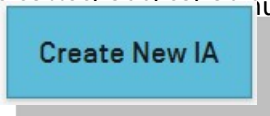
The system indicates the last application number created for the selected year (e.g. PCT/XY2018/013318). This information might help receiving Offices to assign the next number to a newly received paper application.

The new number to be assigned is not always the number that follows immediately the last application number shown by the system. Users might decide to create a smaller or higher number if it has not been used yet.

The system checks if the application number already exists:

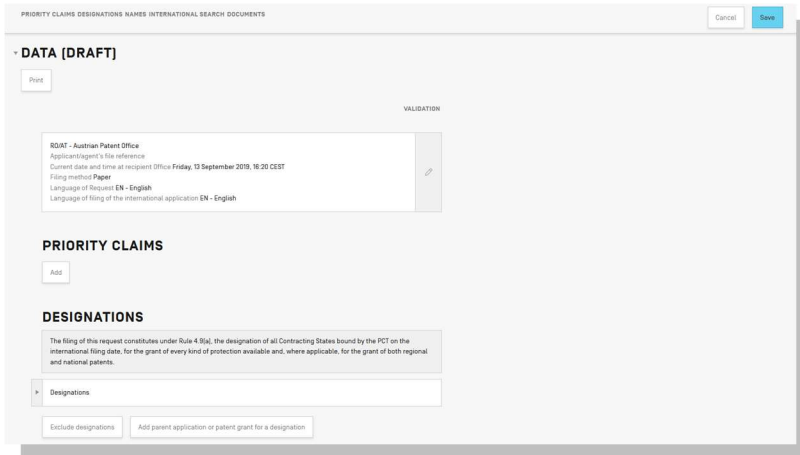


Once the international application number and the date of receipt are entered, click the button 'Create

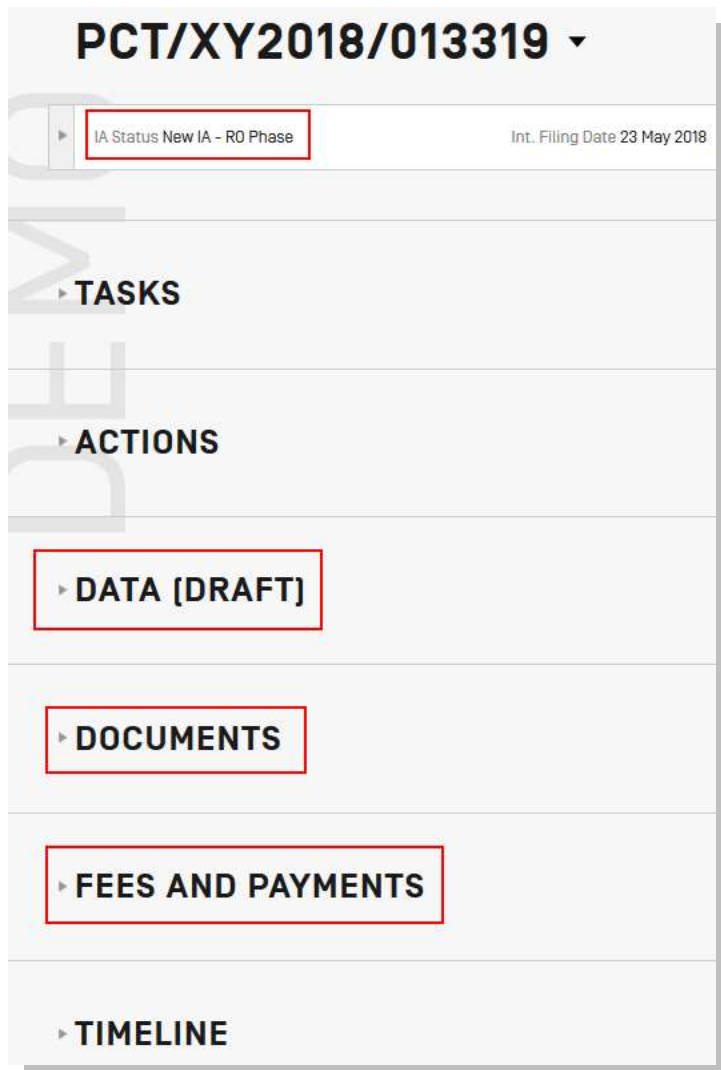


New IA' to create a basic record for the New IA (IA number, filing type and date of receipt at RO).

The system creates the IA in status 'New IA – RO Phase', opens it immediately and opens the data draft ready for input of bibliographic data.



Note: the IA remains accessible only by the receiving Office users until you decide to transmit the record copy to IB.



Other users from the same Office, who have the same ePCT-RO role, can immediately access and process this new IA (i.e. the IA remains accessible only by receiving Office users until you decide to transmit the record copy to IB).

The next steps you can perform on this new IA are [‘enter and save bibliographic data’](#), [‘upload documents’](#), [‘manage fees](#) and generate form’ or perform other action.

ENTER BIBLIOGRAPHIC DATA

After the creation of a new IA, you can immediately start uploading documents and entering some bibliographic data through the section ‘Data [Draft]’:



DATA [DRAFT] VALIDATION

RO/CN - State Intellectual Property Office of the People's Republic of China
Filing method Paper

Language of Request EN - English
Language of filing of the international application EN - English

PRIORITY CLAIMS

Add

DESIGNATIONS

The filing of this request constitutes under Rule 4.9(a), the designation of all Contracting States bound by the PCT on the international filing date, for the grant of every kind of protection available and, where applicable, for the grant of both regional and national patents.

Designations

Exclude designations Add parent application or patent grant for a designation

NAMES 4 issues

Add Applicant(s)/inventor(s) Agent/Common representative/Address for correspondence

INTERNATIONAL SEARCH

ISA/CN - State Intellectual Property Office of the People's Republic of China

DOCUMENTS 5 issues

Add specification

Cancel Save

The section Data Draft is a customized version of the ePCT-Filing for applicants. It allows you to enter data such as the title of the application, applicants/agents' names and addresses, the priority, the designations, the ISA and the number of pages per document which are used for the calculation of fees.

The advantages of entering bibliographic data are:

- Data is entered only once but can be reused each time an Office user generates a PCT Form (no need to retype common data in each form e.g. file reference, IA number, applicant's name, title and priority date).
- Once the ISA is defined and the IA is transmitted to the IB, the ISA can immediately access and upload ISA documents through ePCT (Search strategies, ISR and WOSA).
- Entering the priority data allows you to perform the action Transmittal of P.Doc immediately after the transmittal of the record copy to the IB. You do not need to wait until the IB processes the record copy and enters priority data.

- A number of validations are put in place to help Office users enter correct and consistent data. The validation report helps you to identify and eventually correct some errors before transmitting the record copy to the IB (e.g. missing or wrong nationality or residence of the applicant, missing or wrong ISA, etc.):

When you first create a New IA and select the Data [Draft] section to start entering bibliographic data, the Validation Report will be available: **VALIDATION**

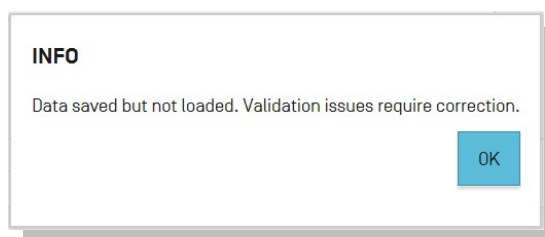
At any time when you are entering bibliographic data you can choose to run validation checks on the data you have entered. This can be done by clicking on 'Validation' which appears at all times in the header. The number of validations changes based on the data entered.

The Validation Report detects three types of error:

- Errors that prevent data loading
- Errors that require correction
- Information only about certain aspects of the data or documents that do not necessarily require intervention


VALIDATION	
Names	Prevents data loading: At least one applicant must have the nationality or residence of the RO. Go to issue
Names	Prevents data loading: The international application must contain an applicant. Invite the applicant to file a correction under Article 11(2)(a). Go to issue
Documents	Prevents data loading: The title of the invention is missing. Go to issue
Names	Requires correction: At least one inventor or applicant-inventor must exist. Go to issue
Names	Requires correction: The receiving Office requires that an agent be appointed. Go to issue


Note: Concerning Prevents data loading errors. It is possible to save the data when you have this kind of error. However, the data is not loaded in ePCT to allow you to issue Forms and perform some actions. Upon save with errors preventing data loading, a message will warn user.



It is recommended to fill in the relevant data in each section going from top to bottom. The sections appear in a logical order so that data provided in the earlier sections can be selected in later ones without having to retype data. If all the priority claims are already filled in on the 'Priority claims' section, that priority data can then be selected in later sections where required, without having to be retyped, e.g., when providing indications about earlier searches on the ISA screen.

GENERAL INFORMATION

RO/CN - State Intellectual Property Office of the People's Republic of China Filing method Paper	Language of Request EN - English Language of filing of the international application EN - English	
---	--	---

Click the button  to add the applicant/agent's file reference (maximum of 25 characters, the only special character allowed is hyphen '-')

Applicant/agent's file reference WO-1234-PCT	Language of Request * EN - English	▼
Receiving Office CN - State Intellectual Property Office of the People's Republic of China	Language of filing of the international application * EN - English	▼
Filing method Paper		

The default filing method is 'Paper' and cannot be modified.

Select the language of request and the language of filing of the IA from the dropdown list of languages accepted by your receiving Office


PRIORITY CLAIMS



PRIORITY CLAIMS

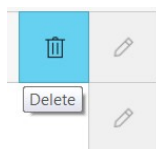
Each priority claim which is added is validated as to completeness of the data entered i.e., it is mandatory to indicate the Type (national, regional or international), Country/Office, Filing Date and option to provide the priority document to the IB.

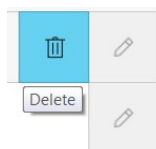
Click the button **Add** to add a new priority claim.

Type *	National	Option(s) for providing the priority document to the IB * <input type="radio"/> Receiving Office to prepare and transmit to the International Bureau <input checked="" type="radio"/> To be provided by the applicant <input type="radio"/> An electronic copy of the priority document is attached [certified by the issuing Office] <input type="radio"/> International Bureau to obtain from a digital library
Country/Office	US - United States of America	
Filing Date *	21/03/2016	
Application number format should be "08/999,999"		
		<input type="button" value="Cancel"/> <input type="button" value="Add"/>

Click the button  to add the priority to the list of priority claims:

PRIORITY CLAIMS			
▶	National, US	Filing Date 21 March 2016	00/123,456 
▶	National, GR	Filing Date 23 March 2016	123456789 
<input type="button" value="Add"/>			



Use the buttons  to 'Edit' or 'Delete' a priority claim.

DESIGNATIONS

By default the Designations screen displays all the designations possible on the current date:

DESIGNATIONS

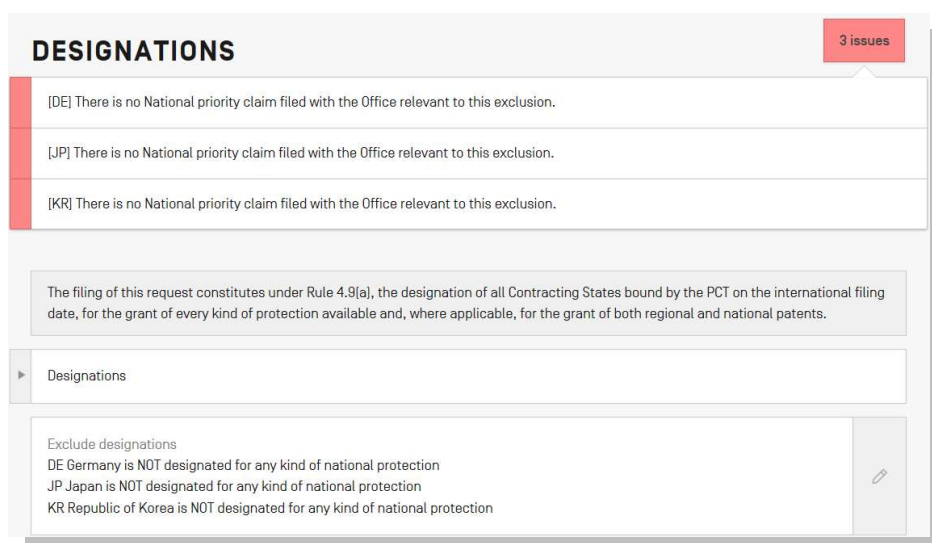
The filing of this request constitutes under Rule 4.9(a), the designation of all Contracting States bound by the PCT on the international filing date, for the grant of every kind of protection available and, where applicable, for the grant of both regional and national patents.

- ▼ National AE, AG, AL, AM, AO, AT, AU, AZ, BA, BB, BE, BF, BG, BH, BJ, BN, BR, BW, BY, BZ, CA, CF, CG, CH, CI, CL, CM, CN, CO, CR, CU, CY, CZ, DE, DJ, DK, DM, DO, DZ, EC, EE, EG, ES, FI, FR, GA, GB, GD, GE, GH, GM, GN, GQ, GR, GT, GW, HN, HR, HU, ID, IE, IL, IN, IR, IS, IT, JP, KE, KG, KH, KM, KN, KP, KR, KW, KZ, LA, LC, LK, LR, LS, LT, LU, LV, LY, MA, MC, MD, ME, MG, MK, ML, MN, MR, MT, MW, MX, MY, MZ, NA, NE, NG, NI, NL, NO, NZ, OM, PA, PE, PG, PH, PL, PT, QA, RO, RS, RU, RW, SA, SC, SD, SE, SG, SI, SK, SL, SM, SN, ST, SV, SY, SZ, TD, TG, TH, TJ, TM, TN, TR, TT, TZ, UA, UG, US, UZ, VC, VN, ZA, ZM, ZW
- Regional
 European Patent Office (EPO): AL, AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HR, HU, IE, IS, IT, LT, LU, LV, MC, MK, MT, NL, NO, PL, PT, RO, RS, SE, SI, SK, SM, TR
 African Intellectual Property Organization (OAPI): BF, BJ, CF, CG, CI, CM, GA, GN, GQ, GW, KM, ML, MR, NE, SN, TD, TG
 African Regional Intellectual Property Organization (ARIPO): BW, GH, GM, KE, LR, LS, MW, MZ, NA, RW, SD, SL, ST, SZ, TZ, UG, ZM, ZW
 Eurasian Patent Office (EAPO): AM, AZ, BY, KG, KZ, RU, TJ, TM

Exclude designations

Add parent application or patent grant for a designation

The user can exclude DE, JP and/or KR from national protection by checking the relevant checkbox. If a corresponding national priority claim has NOT been indicated on the 'Priority claims' screen, the Validation Report displays an error message that prevents data loading:



DESIGNATIONS 3 issues

[DE] There is no National priority claim filed with the Office relevant to this exclusion.

[JP] There is no National priority claim filed with the Office relevant to this exclusion.

[KR] There is no National priority claim filed with the Office relevant to this exclusion.

The filing of this request constitutes under Rule 4.9(a), the designation of all Contracting States bound by the PCT on the international filing date, for the grant of every kind of protection available and, where applicable, for the grant of both regional and national patents.

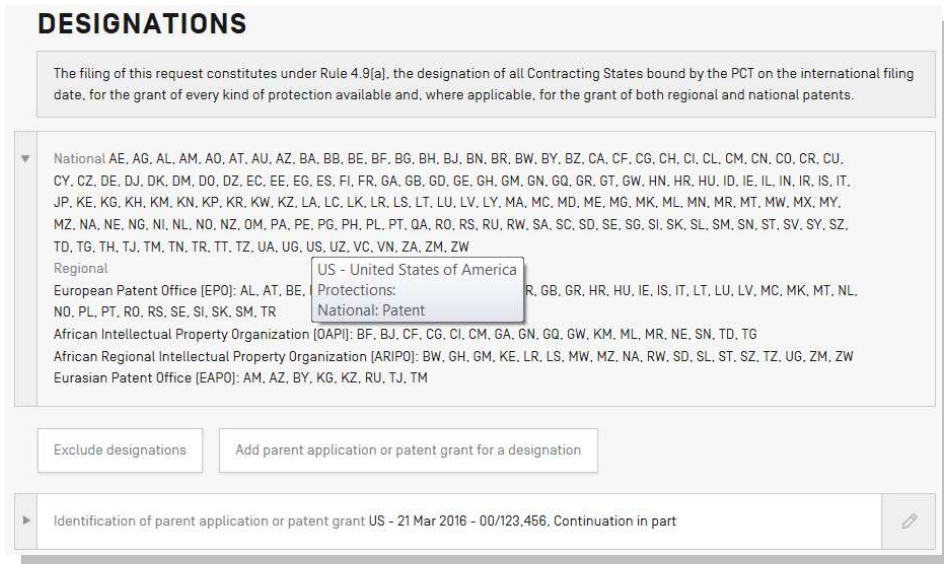
▶ Designations

Exclude designations
 DE Germany is NOT designated for any kind of national protection
 JP Japan is NOT designated for any kind of national protection
 KR Republic of Korea is NOT designated for any kind of national protection

The user must either uncheck the exclusions boxes or add corresponding national priority claims on the 'Priority claims' section.

Add parent filing data: Select this option if the applicant requests a particular type of treatment in respect of certain designations, e.g., 'continuation' or 'continuation in part' for the designation of US. The user can select a corresponding priority claim that has been previously entered in the 'Priority claims' screen.

When parent filing data has been entered in respect of a particular designation, the data can be viewed in the 'View Designations' screen as tooltip text on an information icon:



DESIGNATIONS

The filing of this request constitutes under Rule 4.9[a], the designation of all Contracting States bound by the PCT on the international filing date, for the grant of every kind of protection available and, where applicable, for the grant of both regional and national patents.

▼ National AE, AG, AL, AM, AO, AT, AU, AZ, BA, BB, BE, BF, BG, BH, BJ, BN, BR, BW, BY, BZ, CA, CF, CG, CH, CI, CL, CM, CN, CO, CR, CU, CY, CZ, DE, DJ, DK, DM, DO, DZ, EC, EE, EG, ES, FI, FR, GA, GB, GD, GE, GH, GM, GN, GQ, GR, GT, GW, HN, HR, HU, ID, IE, IL, IN, IR, IS, IT, JP, KE, KG, KH, KM, KN, KP, KR, KW, KZ, LA, LC, LK, LR, LS, LT, LU, LV, LY, MA, MC, MD, ME, MG, MK, ML, MN, MR, MT, MW, MX, MY, MZ, NA, NE, NG, NI, NL, NO, NZ, OM, PA, PE, PG, PH, PL, PT, QA, RO, RS, RU, RW, SA, SC, SD, SE, SG, SI, SK, SL, SM, SN, ST, SV, SY, SZ, TD, TG, TH, TJ, TM, TN, TR, TT, TZ, UA, UG, US, UZ, VC, VN, ZA, ZM, ZW

Regional

European Patent Office (EPO): AL, AT, BE, DE, DK, EP, FR, GB, GR, HR, HU, IE, IS, IT, LT, LU, LV, MC, MK, MT, NL, NO, PL, PT, RO, RS, SE, SI, SK, SM, TR

US - United States of America
 Protections:
 National: Patent


African Intellectual Property Organization (OAPI): BF, BJ, CF, CG, CI, CM, GA, GN, GQ, GW, KM, ML, MR, NE, SN, TD, TG
 African Regional Intellectual Property Organization (ARIPO): BW, GH, GM, KE, LR, LS, MW, MZ, NA, RW, SD, SL, ST, SZ, TZ, UG, ZM, ZW
 Eurasian Patent Office (EAPO): AM, AZ, BY, KG, KZ, RU, TJ, TM

Exclude designations Add parent application or patent grant for a designation

▶ Identification of parent application or patent grant US - 21 Mar 2016 - 00/123.456. Continuation in part

NAMES & ADDRESS BOOK


This screen is used to capture the bibliographic data for each party to be named in the international application and to prepare or attach any corresponding powers of attorney.



NAMES

Add Applicant(s)/Inventor(s) Agent/Common representative/Address for correspondence

Click the button Add Applicant(s)/Inventor(s) to enter details of the indicated party type. Click Agent/ Common representative/Address for correspondence to enter representative or address for correspondence:

Party * <input checked="" type="radio"/> Applicant <input type="radio"/> Applicant and inventor <input type="radio"/> Inventor only	Name * 
Type * <input checked="" type="radio"/> Legal entity <input type="radio"/> Natural person	Street address Address Book
Applicable designations * All	City
	Country
	Postal Code
	State of Nationality
	State of Residence
Telephone	
Fax	
Notifications to be sent by <input type="radio"/> Paper & Email <input type="radio"/> Email Only <input checked="" type="radio"/> Paper Only	
E-mail	
Registration No	
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

Enter the details of the selected party or click the icon 'Address Book' to find existing names (applicant, agent, inventor, and address for correspondence) who have at least filed an application with your Office. The details of the selected name can be modified before adding the party name.

By clicking the address book button, you will get the following popup screen:

FIND EXISTING NAMES

Name starting with Name *
 e.g. accepted format al%, AL%, AI% etc

Cancel Reset Search


Name	Address	Country	State of Nationali...	State of Residenc...
ALI[IP] INC	22 chemin des co...	XY	XY	XY
ALI, Baba	1st circle Amman...	JO	KR	KR

Enter part of the name in the field 'Name' and click the button Search, e.g. al% or AL% to search all names starting with al or AL.


Click on the right name in the result list to prefill the party details or click on Cancel to close the popup screen and enter manually the party details.

Once the data is complete, click the button 'Add' to create the Party:

Name DOE, John Party Applicant and inventor Type Natural person	1 Geneva Avenue 12345 Geneva Switzerland	State of Nationality CH State of Residence CH Applicable designations All 123456789 12365477897 doe@email.com Notifications to be sent by Paper & Email	<input type="button" value="Copy"/>
---	--	---	-------------------------------------

Use the button  to add a new party with the same address details as an existing one.

Name DOE, John	Party Applicant and inventor	<input type="button" value="Add"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>	<input type="button" value="Edit"/>
Name PATENT COMPANY	Party Applicant	<input type="button" value="Move down"/>			<input type="button" value="Edit"/>

Use the button  to change the order of the applicant and inventors recorded.

To record a Common Representative, the Applicant that is also Common Representative must be input first as Applicant, and there must be at least two Applicants entered, in order to be able to select it as Common Representative. It is not possible to indicate a Common Representative that is not also Applicant.

ePCT - Office User Guide

Party <input type="radio"/> Agent <input checked="" type="radio"/> Common representative <input type="radio"/> Address for correspondence	Select Party PATENT COMPANY
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

It is mandatory to indicate at least one Applicant that has the right to file with the receiving Office selected in the Filing Options screen. Failure to do so prevents filing:

NAMES 1 issue

At least one Applicant must have the nationality or residence of the RO. Rule 19.4 is applicable since at least one Applicant has the nationality or residence of a PCT Contracting State.

Failure to indicate at least one Inventor is a defect that requires correction:

NAMES 1 issue

At least one inventor or applicant-inventor must exist.

INTERNATIONAL SEARCH

It is mandatory to indicate the International Search Authority by selecting from the dropdown list of ISAs that are competent for your Office:

INTERNATIONAL SEARCH

International Searching Authority
 BR - National Institute of Industrial Property (Brazil)

- AT - Austrian Patent Office
- BR - National Institute of Industrial Property (Brazil)
- EP - European Patent Office (EPO)
- SE - Swedish Patent and Registration Office
- US - United States Patent and Trademark Office (USPTO)

The ISA is pre-filled by default if only one ISA is competent for your Office (e.g. EPO member states).

DOCUMENTS

The IA Contents allows you to enter the title of the IA as well as the number of pages of each section. The number of pages is mainly used to calculate the fees due:

DOCUMENTS	
Request (No. of pages) * 5	Drawings (No. of pages)
Description (No. of pages) * 10	Sequence listing part of the description
Claims (No. of pages) * 5	No. of CD/DVDs
Abstract (No. of pages) 1	Sequence listing for purposes of international search (text format on CD/DVD)
<input checked="" type="checkbox"/> The abstract contains Formula(e)	
Title of Invention	
<div style="border: 1px solid #ccc; padding: 5px;"> I U * * * </div>	
<div style="border: 1px solid #ccc; height: 100px;"></div>	
Abstract Text	
<div style="border: 1px solid #ccc; padding: 5px;"> I U * * * </div>	
<div style="border: 1px solid #ccc; height: 100px;"></div>	
<input type="button" value="Update"/>	

The number of pages of the Request, Description, Claims, Abstract must be indicated on the 'IA Contents' screen. It is also mandatory to indicate the title of the invention in the relevant box. Failure to do so prevents the loading of bibliographic data.

If Drawings are included as part of the IA Contents, the system prompts the user to indicate which drawing, if any, should accompany the Abstract:

Figure of the drawings which should accompany the abstract * 1
The figure of the drawings which should accompany the abstract contains text <input checked="" type="radio"/> Yes <input type="radio"/> No
Drawing text

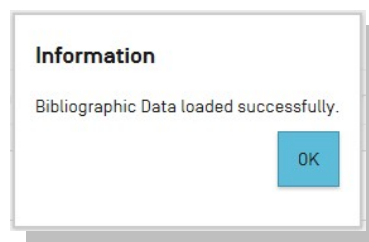
This is a mandatory field, so number '0' must be entered even if no drawing is to be published with the Abstract.

If the drawing to be published with the Abstract contains text matter, the user can indicate this by selecting 'Yes'. This information is not essential to filing, but it is an extremely useful indication for subsequent processing at the IB when scheduling translation for international publication. It is at the discretion of the Office user to either type or copy & paste the text matter (including reference numbers) contained in the drawing to be published with the Abstract in the field provided.

In case a Sequence listing for the purposes of International Search is provided in machine-readable format, user should enter the number of CD/DVDs received.

SAVE DATA [DRAFT]

At the very bottom of Data section, the button "Save" is available. Upon clicking on Save the Data Draft is saved and if there are no errors preventing the data from being loaded, the data is also loaded and made available when issuing RO Forms. A confirmation message will inform user that the data has been successfully loaded:



After "Saving" the Data section is closed automatically and the IA refreshed. At this stage, the loaded bibliographic data can be used to generate RO Forms.

UPLOADING DOCUMENTS

Please refer to the section Uploading documents for an IA under the Common ePCT Features for Offices.

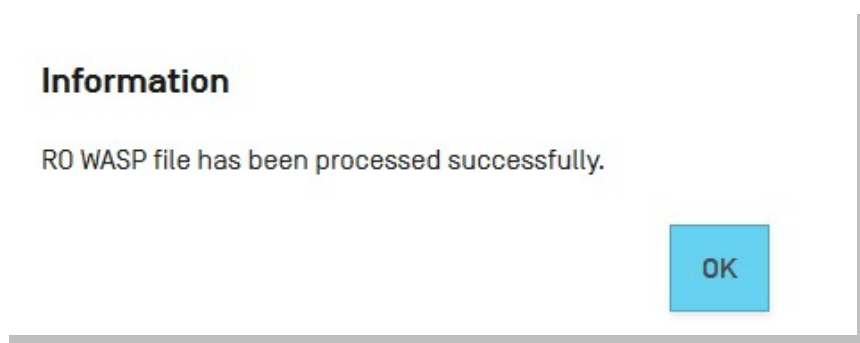
INTERNATIONAL APPLICATION RECEIVED ELECTRONICALLY (IMPORT WASP FILE)

Receiving Offices that are using ePCT as their main processing tool can import new applications received online to their Annex F server (WASP files) and perform the RO tasks before transmitting the record copy to the IB.

Select the filing method 'Import RO WASP File' and a file in the WASP format:

Click on the button 'Import RO WASP File'.

The system processes the WASP file, creates the IA and shows an information message:



Once you click OK, the system opens the IA that contains all data and documents.

PROCESSING A NEW INTERNATIONAL APPLICATION

Receiving Offices that have the ePCT processing enabled (see [PCT Processing Setting](#)) can process new applications and documents (i.e. generate forms, upload new documents, perform actions on documents such as process, transmit, delete, mark as private, etc.) as well as fees and payments. The processing could be performed on any IA in status 'New IA – RO Phase' regardless of the filing type (ePCT-Filing or paper).

The following steps could be used as example to process a New IA (it is not necessary to perform all steps in the same order):

- Check and process new IA documents by using available actions on documents (Documents section)
- Upload and process additional documents that the RO might produce or receive from the applicant or another Office (**Documents section, Upload**)
- Generate PCT RO forms i.e. RO/105, RO/102(**Actions section**)
- Perform Office online actions such as 'Transmit Record Copy to IB', 'Application not treated as IA'(**Actions section**)

CHECKING AND PROCESSING NEW DOCUMENTS

The following screenshot shows an example of a New IA filed by an Applicant user via ePCT-Filing; all documents are visible under the document section 'Document for RO':

▼ DOCUMENTS FOR RO/CN

<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	Power of Attorney [16] 3 pages	RO	Not yet processed	20 Dec 2016
<input type="checkbox"/>	Application Body as Filed [3] 6 pages	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	Biological Material [5] 1 page	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	Rule 4.17 (iii) Declaration - Applicant's Entitlement to Claim Priority [7] ...	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	Fee Calculation Sheet [8] 1 page	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	Rule 4.17 (iii) Declaration - Applicant's Entitlement to Apply for and Be...	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	Rule 4.17 (ii) Declaration of Identity of Inventor [9] 4 pages	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	Rule 4.17 (iv) Declaration of Inventorship [US only] [11] 2 pages	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	Rule 4.17 (v) Declaration - Non Prejudicial Disclosure [10] 1 page	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	[RO/101] Request form [12] 17 pages	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	Validation Log [13] 1 page	ePCT	Not yet processed	22 Apr 2016
<input type="checkbox"/>	RO WASP File [2] 0 page	ePCT	Copy as received	22 Apr 2016
<input type="checkbox"/>	E Filing Transmission Receipt [1] 1 page	ePCT	Copy as received	22 Apr 2016

The Documents section is split into sub-sections, showing more clearly which documents have been submitted to the RO, ISA and IPEA, as well as the record as held by the IB. If the IA is still in “RO Phase” or if the International Bureau has no record of documents pending for a particular Office, some sub-sections may not be displayed.

All documents uploaded by the RO or transmitted to the RO initially appear in the sub-section ‘Documents for RO’. For Offices that use ePCT for processing, they will appear in status “Not yet processed”, giving both Office and applicants an indication that they still need to be checked and that action may need to be taken.

Once a document is processed (status “Processed”) and transmitted to the IB, it disappears from the “Documents for RO” (or ISA/IPEA) section but can still be viewed by users from that Office in the “Record as held by the IB” section. Documents are not duplicated between different sub-sections.

Used status indications for documents:

“**Not yet processed**” (i.e., a new document uploaded by the Office or eRouted to the Office. The status of the document is ‘Not yet processed’. The Office should check if the document is the right

one and should use the action process to set the status of the document to process before transmitting it to the IB or to another Office).

<input type="checkbox"/>	Application Body as Filed [3] 6 pages	ePCT	Not yet processed	22 Apr 2016
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“Processed” (i.e., the Office has used the action “Process” and the document is ready to be transmitted to the IB or another Office). Set this status by selecting the checkbox next to one or more documents in status “Not yet processed” in the file list, and selecting “Process” from the dropdown list of actions offered then pressing “OK”.

<input type="checkbox"/>	Power of Attorney [16] 3 pages	RO	Processed	20 Dec 2016
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“Office Private” (i.e., a document marked as private by an Office user. Set this status by selecting the checkbox next to one or more documents in status “not yet processed” in the file list, and selecting “Mark as Private” from the dropdown list of actions and pressing “OK”.

<input type="checkbox"/>	Biological Material [5] 1 page	ePCT	Office Private	22 Apr 2016
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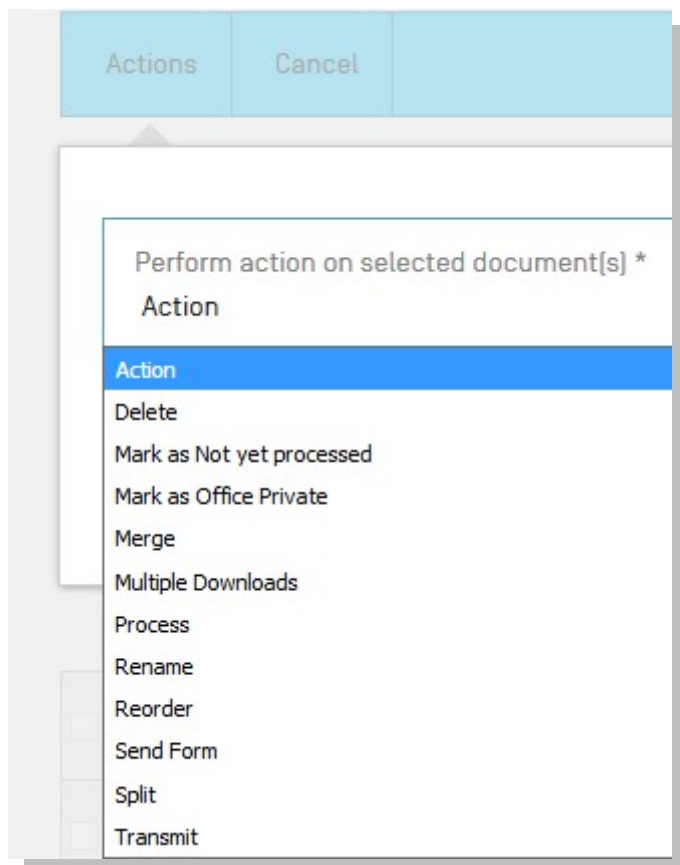
“Copy as received” (i.e., this is the *bona fide* copy of the document exactly as received by the Office via ePCT, but processing will be done outside of ePCT and therefore the exact processing status will not be flagged in ePCT and this status indication will never change). This icon is used for Offices that process documents outside of the ePCT system – currently this applies for example to ROs that are receiving new PCT applications directly on their own server (e.g. EPO Online Filing).

<input type="checkbox"/>	EFiling Transmission Receipt [1] 1 page	ePCT	Copy as received	Document i...
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ACTIONS ON DOCUMENTS

As Office users, this module offers you the possibility to perform actions on documents (whether New IAs or subsequently filed documents) which appear in your own documents sub-section (RO, ISA and IPEA).

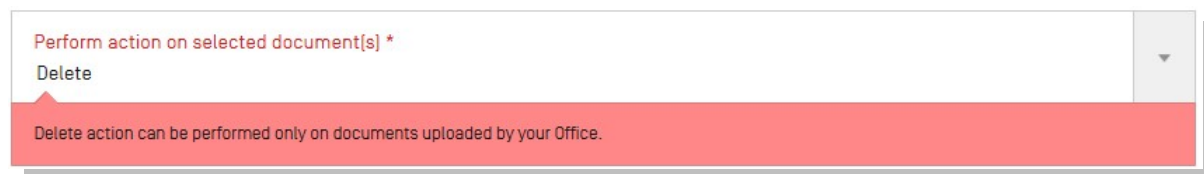
The following actions are available:



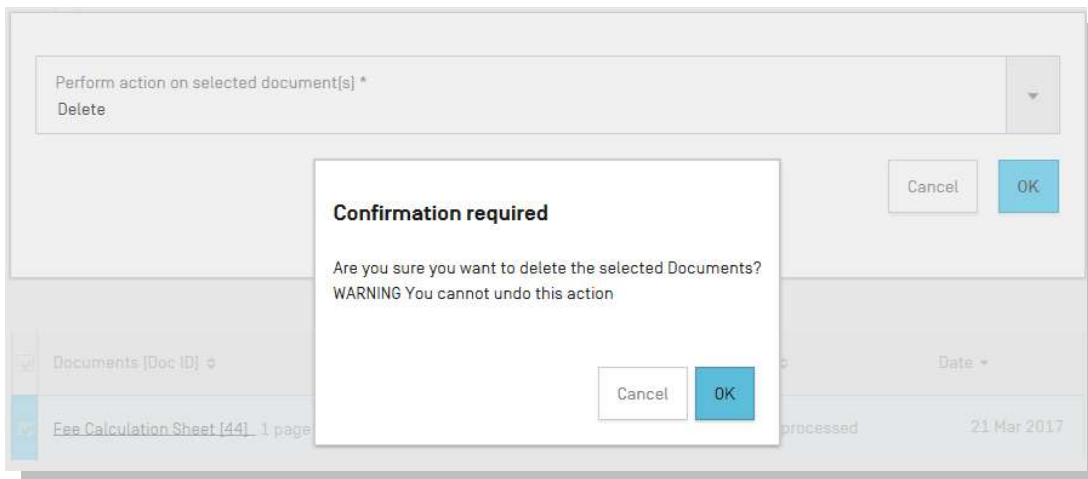
Note: The action 'Transmit' is disabled as long as the IA is not yet transmitted to the IB. You cannot transmit documents of an IA in RO Phase before transmitting the record copy to IB.

DELETE

This action deletes documents in status 'Not yet processed' that are uploaded by users from the same Office.



- Check the box corresponding to a document in status 'Not yet processed'
- Select the action 'Delete' and click OK
- You will get the following warning message



- Click YES to delete the selected document from the list
- The document is removed from the list of documents.

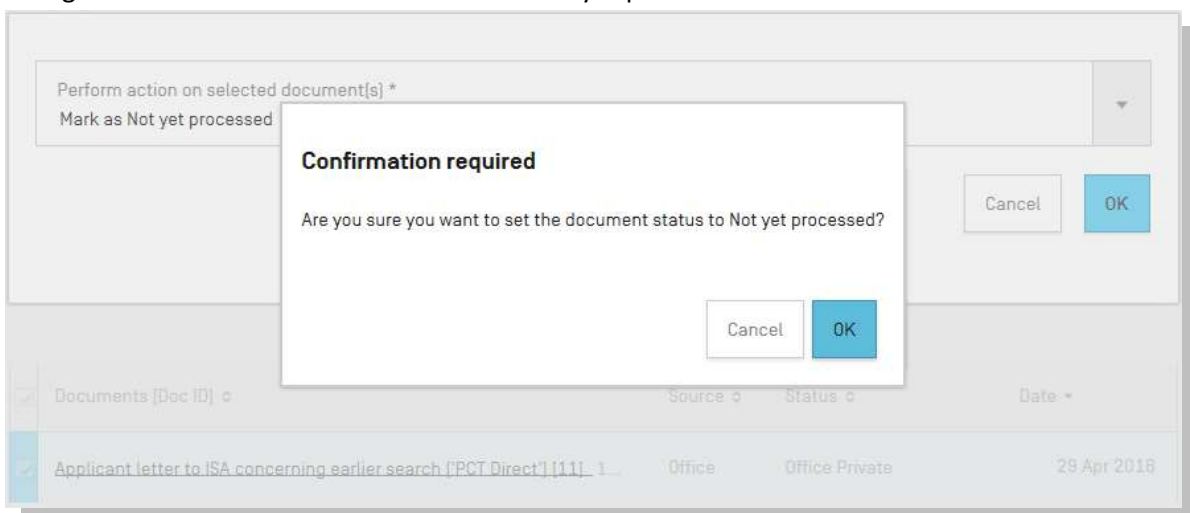
The action is recorded in the history of the IA (History) and the history of the user (My History):

User Name	Type Of Action	Audit Info	Event Date
[CN] Processing t...	Delete	Document Fee Calculation Sheet[44] Deleted	20 Mar 2017

Note: Deleted documents are removed from the list of documents and cannot be restored anymore.

MARK AS NOT YET PROCESSED

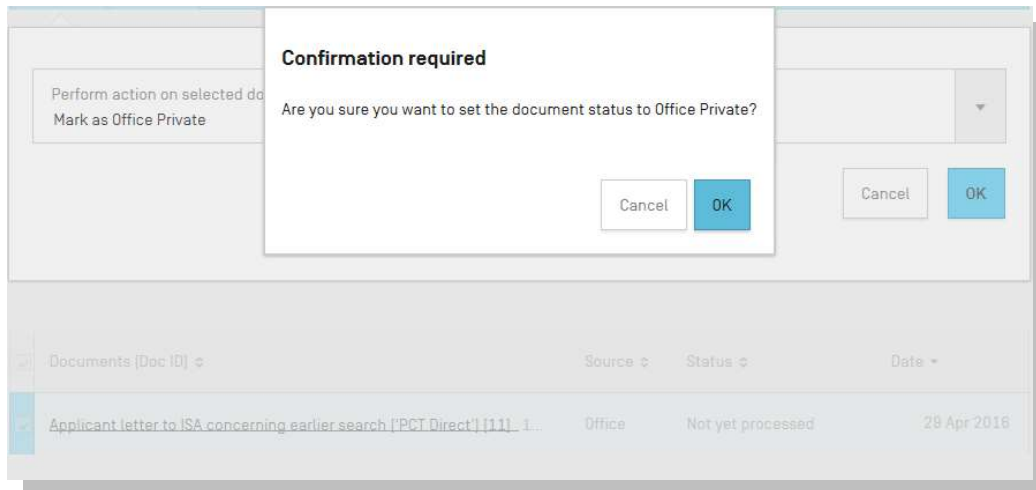
By performing this action on document in Status “Processed” or “Office Private” you will be able to change back the status of the document to ‘Not yet processed’.



MARK AS PRIVATE

This action sets the status of the document from ‘Not yet processed’ to ‘Office Private’:

- Check the box corresponding to a document in status 'Not yet processed'
- Select the action 'Mark as Private' and click OK
- You will get the following confirmation message



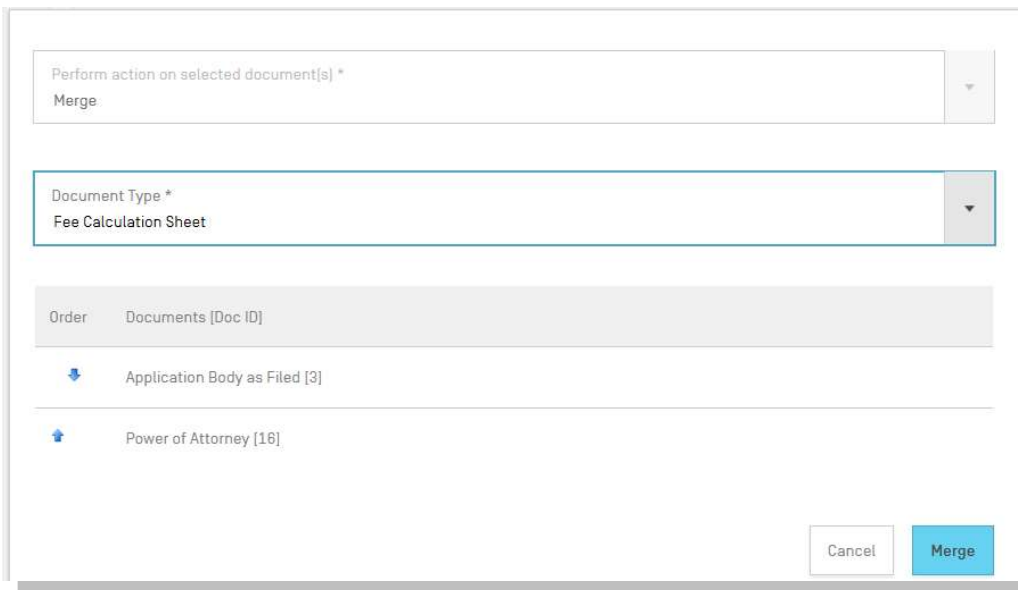
- Click OK to mark the document as private
- The status of the document changes to 'Office Private:

	Documents [Doc ID]	Source	Status	Date
<input type="checkbox"/>	Applicant letter to ISA concerning earlier search ['PCT Direct'] [11]_1...	Office	Office Private	29 Apr 2016

Note: Private documents are visible only to users from the same Office having the right access role.

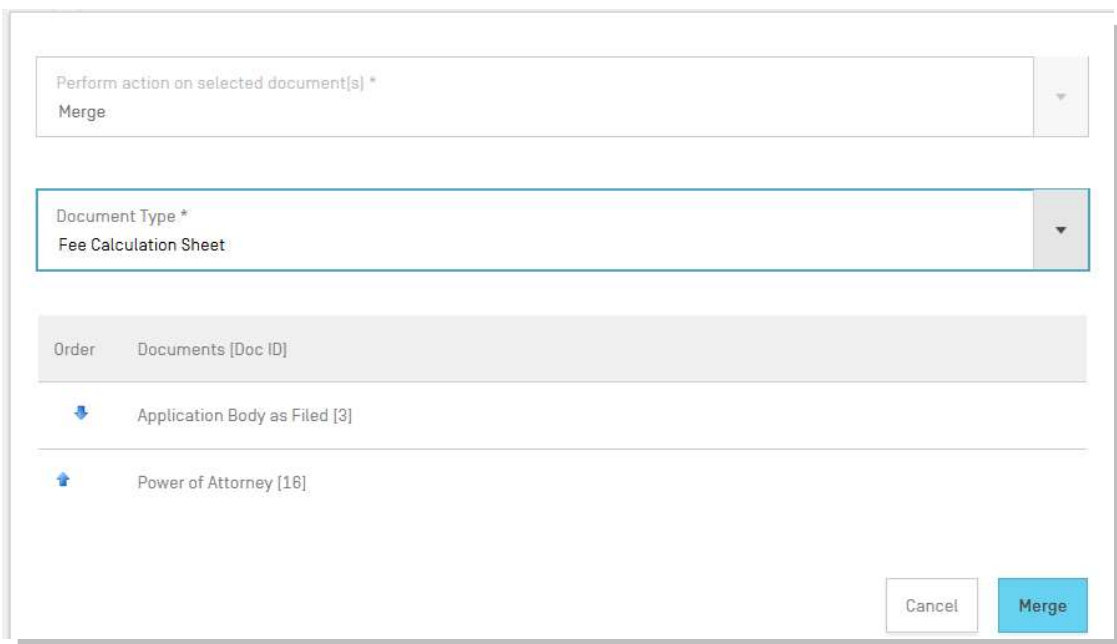
MERGE

This action allows users to merge two or more selected documents into a single document.



Select at least two documents from the list and select the action Merge.

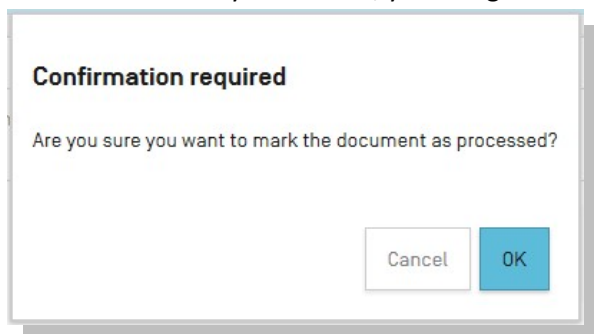
Select the name of the document type you want to create (the merged document) and click on Merge:



It is possible to change the order of the selected documents before merging them by clicking the up / down arrows.

PROCESS

When documents are received in ePCT for processing their initial status is 'Not yet Processed'. Office users can select one or more documents that have been duly verified and set them to status "Processed" by performing the "Process" action. Process action can be performed on multiple documents. Once you click OK, you will get the following confirmation message:



PROCESS THE DOCUMENT TYPE: REPLACEMENT, SUBSTITUTE SHEETS (RULE 26)

As office user, you can index the document by defining the pages corresponding to the applicant's accompanying letter and accepted or refused replacement sheets pages. Once the user confirms the processing of the document, the system watermarks automatically each page of the document by indicating: whether the page is an accompanying letter, an accepted or refused replacement sheet and the system will also indicate the receipt date of the processed pages.

The following screenshot shows how to process the 'Replacement, Substitute Sheets':

- Check the box corresponding to the document
- Select the action 'Process' and click OK

Perform action on selected document(s) *

Process

Please index the pages contained in this document [eg. 1,2,3,5-12]

Accompanying letter submitted by the applicant
1-1

Substitute sheet(s) **accepted** by the RO
2-3

Substitute sheet(s) **refused** by the RO

The selected document contains 3 page[s]
Number of pages indicated: 3

Cancel **Confirm**

Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▾
<input checked="" type="checkbox"/> Replacement, Substitute sheets [Rule 28] [16], 3 pages	RO	Not yet processed	20 Dec 2018

The system displays the following fields:

- Accompanying letter submitted by the applicant
- Substitute sheet(s) accepted by the RO
- Substitute sheet(s) refused by the RO
- You can indicate the page numbers corresponding to each field (e.g. Substitute sheets accepted by the RO: 2-4,7 means that pages 2 to 4 and page number 7 of the document are accepted)

The system shows the total number of pages of the document and calculates automatically the number of pages indicated.

The indication of page numbers should not include space or blank (e.g. 2-4, 7)

If the number of pages indicated is different from the total number of pages, you will get this error message:

Incorrect page number

The selected document contains 3 page[s]
Number of pages indicated: 5

Offices, using this ePCT function to process and transmit their documents, are no longer requested to stamp each page of the document type 'Replacement, Substitute Sheets'. All accepted pages will be automatically stamped 'SUBSTITUTE SHEETS (RULE 26)' by the system:

SUBSTITUTE SHEETS (RULE 26)

Each page is also watermarked (accepted, refused or accompanying letter) based on the page numbers you entered in each field:

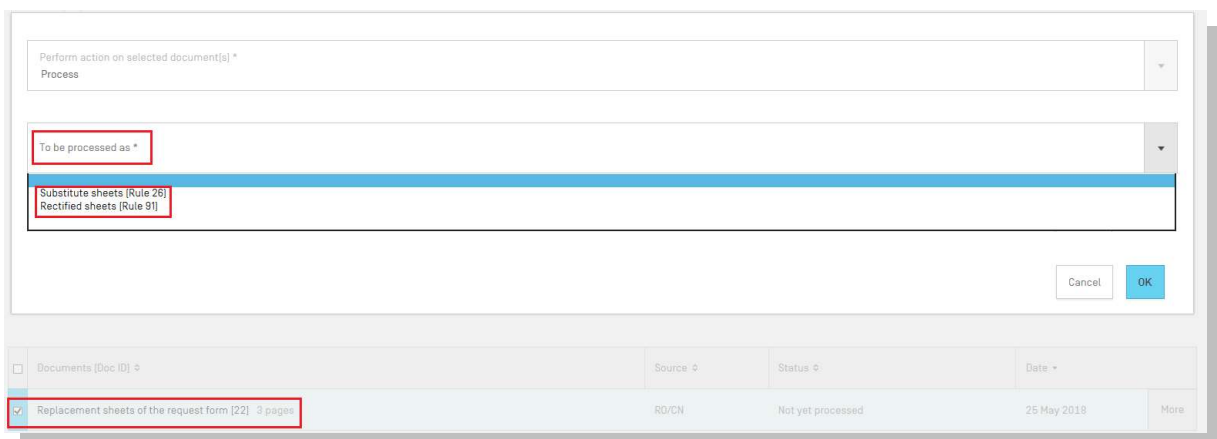
Accepted Replacement Sheets received on 17 November 2014

Replacement Sheets Accompanying Letter received on 17 November 2014

Refused Replacement Sheets received on 17 November 2014

PROCESS THE DOCUMENT TYPE REPLACEMENT SHEETS OF THE REQUEST FORM

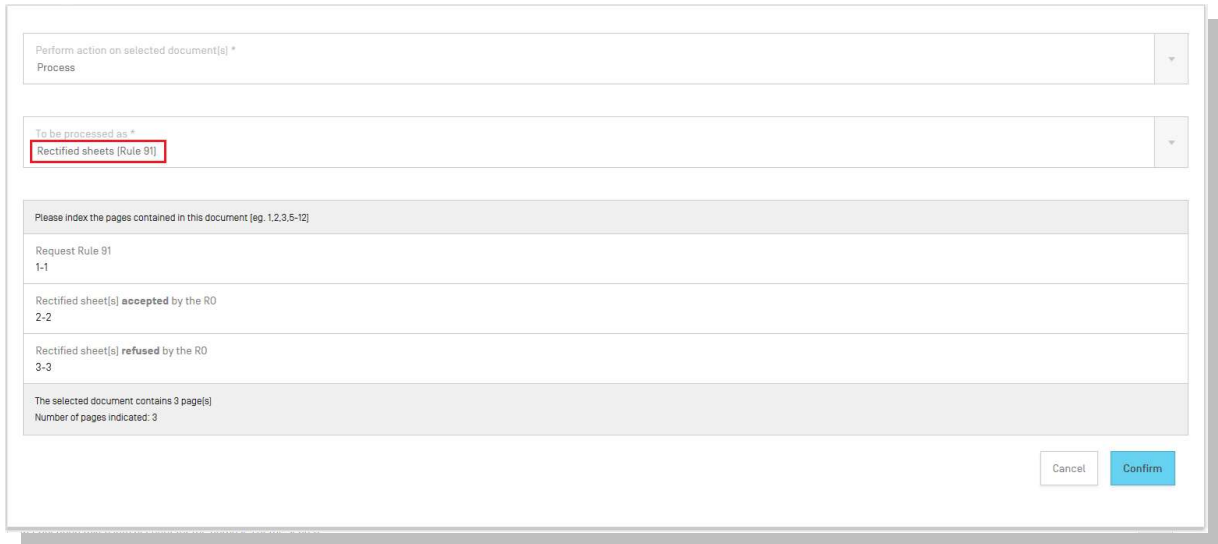
Upon processing the Replacement sheets of the request form, the RO Office user is requested to select under which PCT rule the document is to be processed, either Substitute sheets under PCT Rule 26 or Rectified sheets under PCT Rule 91. The selection is mandatory and it determines the way the document should be processed. If the user selects the Substitute sheets (Rule 26) then the related user interface will be displayed:



Documents [Doc ID]	Source	Status	Date	More
Replacement sheets of the request form [22] -> pages	RD/CN	Not yet processed	25 May 2018	More

Please refer to the section “[Process the document type: Replacement, substitute sheets \(Rule 26\)](#)” for more details.

If the user selects Rectified sheets (Rule 91) from the dropdown list, the following screen is displayed:



Perform action on selected document(s) *

Process

To be processed as *

Rectified sheets (Rule 91)

Please index the pages contained in this document [eg. 1,2,3,5-12]

Request Rule 91	1-1
Rectified sheet(s) accepted by the RO	2-2
Rectified sheet(s) refused by the RO	3-3

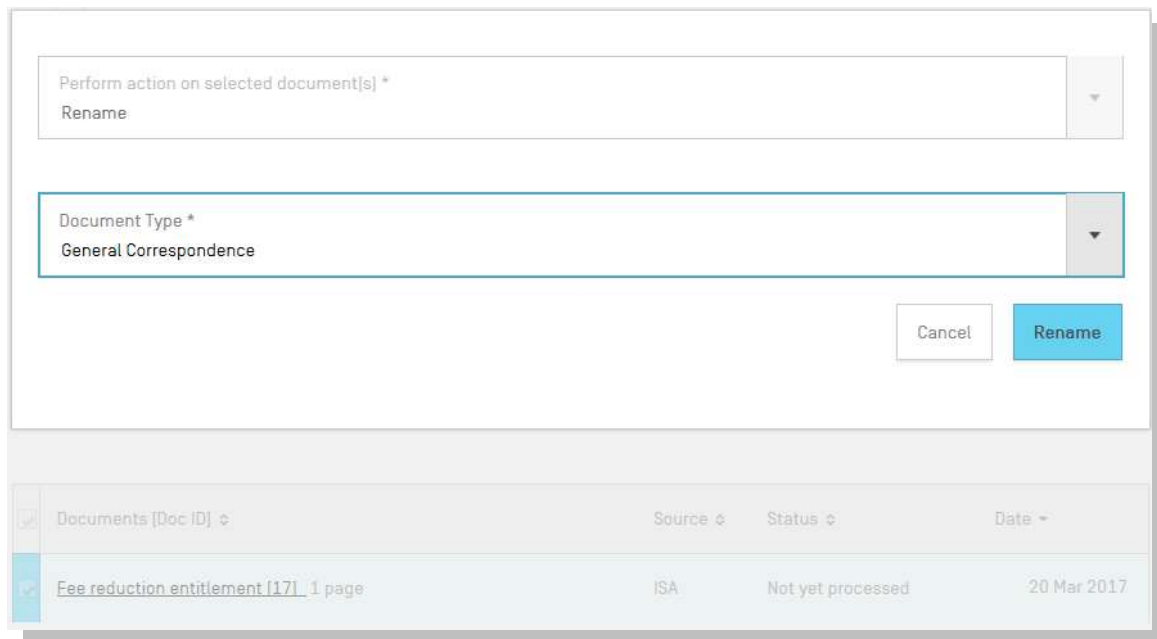
The selected document contains 3 page(s)
Number of pages indicated: 3

Cancel Confirm

Please refer to the section “[Process the document type: Rectified sheets \(Rule 91\)](#)” for more details

RENAME

This action allows you to modify the document name/type in case an applicant or another Office user used a wrong name when uploading the document. The document to be renamed must be in status ‘Not yet processed’:



Documents [Doc ID] ↕	Source ↕	Status ↕	Date ↕
<input checked="" type="checkbox"/> Fee reduction entitlement [17] 1 page	ISA	Not yet processed	20 Mar 2017

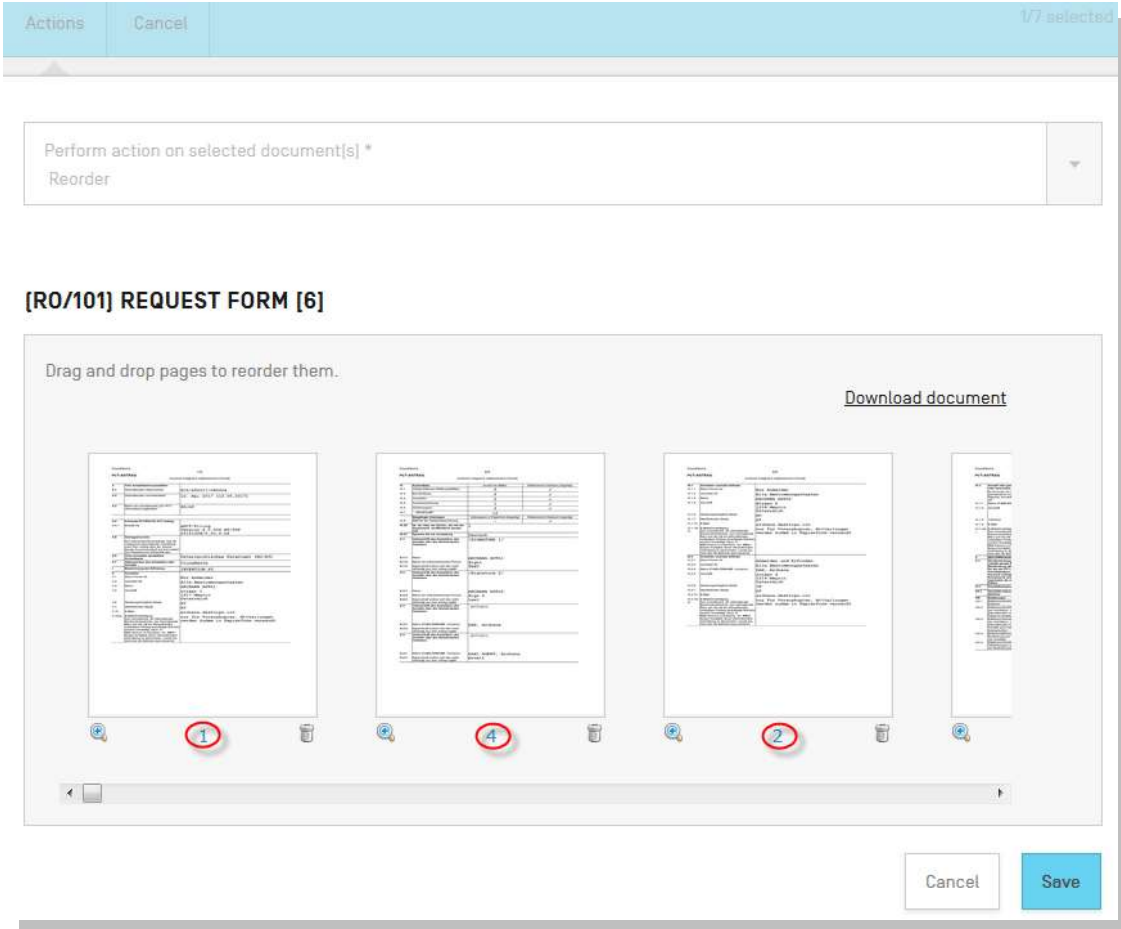
The Office user has to select a new document type from the proposed list and click on “Rename” button after the confirmation message, the document will be renamed and its status “Not yet processed” remains unchanged.

Rename action can be performed only on a single document.

REORDER

This action allows you to reorder the pages of the same document.

Select a document and click Actions, select the action ‘Reorder’, the following screen is displayed showing the pages of the selected document as uploaded initially:



Drag and drop the pages to set the right order and then click 'Save'.
The document can be downloaded by clicking the link 'Download Document'.

SEND FORM

In case a Form issued by the Office has not reached the applicant, it is possible for Office users to resend it by email or by Fax, if the email address and Fax number of the applicant are provided. This action is possible only on Office Forms that have been already generated by same Office users with the same Role.

Under Documents section, select Form(s) to be resent to Applicant, select Send Form action from the dropdown list. Two options will appear email and Fax.

Perform action on selected document(s) *
 Send Form

Notifications to be sent by
 Paper & Email
 Email [john.doe@mail.com]
 Fax [+123456789]

The applicant has authorized notifications to be sent by email in addition to a paper copy.

	Documents [Doc ID] ↓	Source ↓	Status ↓	Date ↓
<input checked="" type="checkbox"/>	[R0/102] Notification Concerning Payment of Prescribed Fees [43] 2...	R0	Not yet processed	20 Mar 2017

If no email or Fax has been recorded, an error message will be displayed.

Perform action on selected document(s) *
 Send Form

No email or fax number recorded for this IA

Note: In addition to the possibility to select Forms from Office Documents section, it is also possible to select Office Forms from the section **RECORD AS HELD BY THE IB** and resend them to the applicant.

The Fax or email transmission status may be checked when looking at Document Information,

<input type="checkbox"/>	[R0/102] Notification Concerning Payment of Prescribed Fees [43] 2...	R0	Not yet processed	<input style="background-color: #0070c0; color: white;" type="button" value="Document information"/>
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a tool-tip will indicate the transmission status of the email or the Fax.

User Name ↕	Type of Action ↕	Audit Info ↕	Event Date ↕
[CN] Processing team Chi...	Form[s] Sent	via FAX to CHENGSHI LAW via FAX to CHENGSHI LAW FIRM; Sending in progress	20 Mar 2017
[CN] Processing team Chi...	Form[s] Sent	via EMAIL to kai.kan@wip...	20 Mar 2017
[CN] Processing team Chi...	Import	R0/102: PCTCN20160002...	20 Mar 2017

SPLIT

This action allows user to split a selected document into two parts by dragging and dropping the pages into a new document:

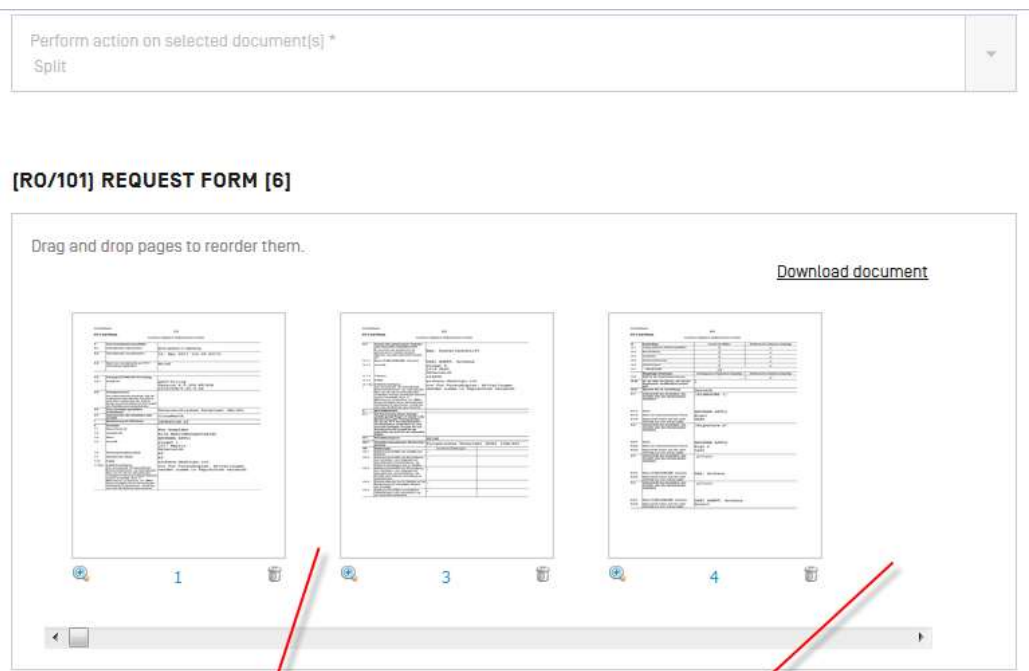
Perform action on selected document(s) *

Split

[RO/101] REQUEST FORM [6]

Drag and drop pages to reorder them.

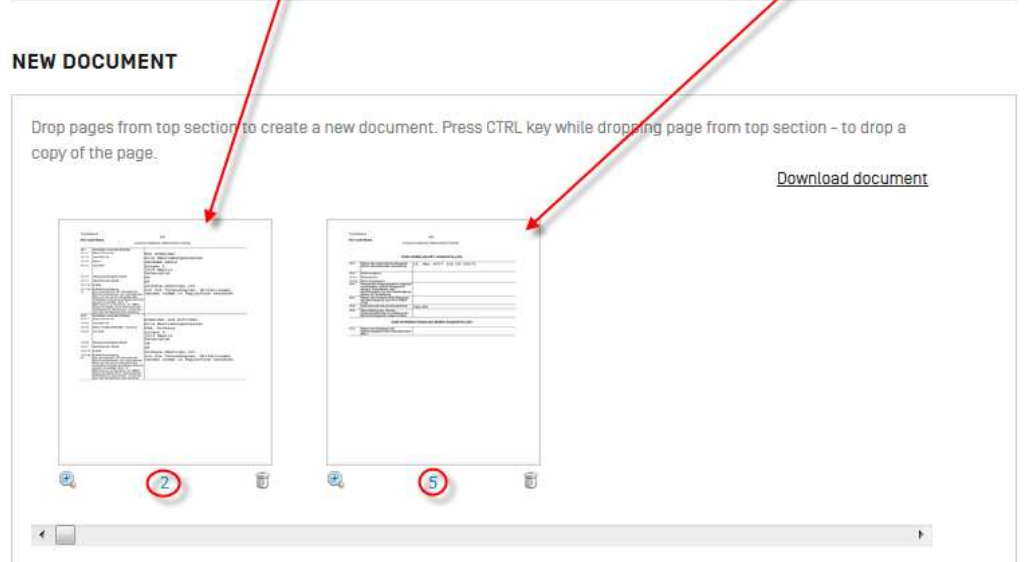
Download document



NEW DOCUMENT

Drop pages from top section to create a new document. Press CTRL key while dropping page from top section - to drop a copy of the page.

Download document



Document Type *

Cancel Save

Once the pages are correctly moved to the section 'New Document', select the name of the new document type and click 'Save'.

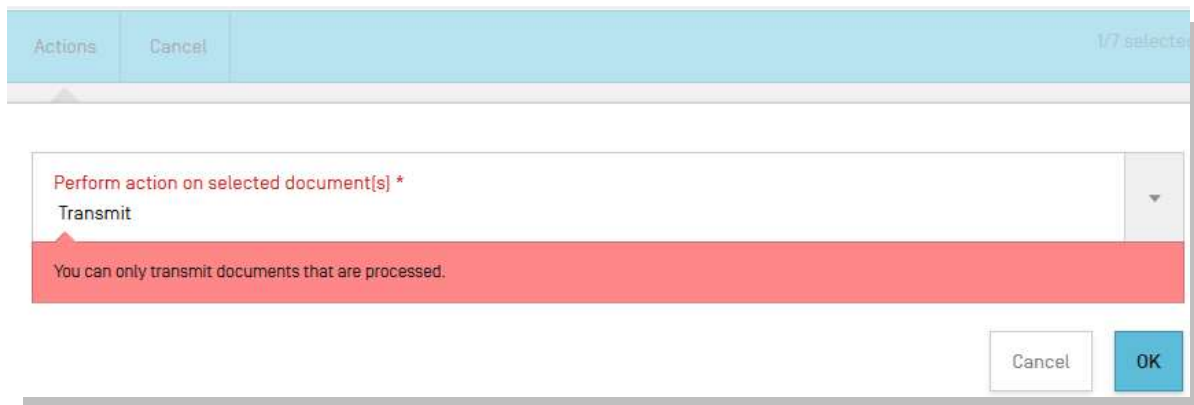
The new document will be created and added in the list of documents of the IA.

TRANSMIT

This action allows you to transmit one or several documents in status "processed" via ePCT to the IB or to another Office that has access to the same IA (RO, ISA or IPEA). When opening the ePCT Action

to transmit the record copy to the IB, if the requirements for transmission are not met, an error message is displayed advising the user that the required documents for transmitting the Record Copy to the IB have not yet all been processed. The message informs the user which document is not present or is yet to be processed.

Transmit action cannot be performed if the IA is still in status 'New IA - RO Phase':



Office users are requested to use first the online Office action 'Transmit Record Copy to the IB' to transmit the IA and all its processed documents.

If the IA is not in status 'RO Phase', you can select one or more documents that are in status "Processed", and perform the actions "Transmit". The following screenshot shows:

- A document uploaded/received and processed by the RO
- The document is selected and ready to be transmitted to the IB (as recipient). In some cases the recipient could be also the ISA or the IPEA
- The Office user checked the box 'Add informal note for the selected recipient' in order to add an explanatory message about the transmitted document.

Perform action on selected document(s) *
Transmit

Recipient *
IB
Monday, 20 March 2017, 16:20 CET

Electronic routing method: ePCT Immediate access to IB

Add informal note for the selected recipient.

Message *

The message becomes mandatory if you check the box "Add informal note..."

Authorized Officer *
 / Office user XY /

Cancel Transmit

Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
Fee-related Correspondence [12]_ 1 page	ePCT	Processed	20 Feb 2017

Transmitted documents move from the original section to the selected recipient’s section and the status of each document changes to ‘Not yet processed’ (example of a document transmitted to the IB):

▼ RECORD AS HELD BY THE IB

Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/> Fee-related Correspondence [12]_ 1 page	ePCT	Not yet processed	20 Mar 2017
<input type="checkbox"/> ePCT Cover Letter [11]_ 1 page	ePCT	Not yet processed	20 Mar 2017
<input type="checkbox"/> ePCT Office Cover Letter [16]_ 1 page	ISA	Not yet processed	20 Mar 2017

A new ePCT Office cover letter (ePCT Document Transmission) is automatically created by the system. It shows the list of transmitted documents and the explanatory message:

ePCT Document Transmission

ePCT Office Services

IA Number:

PCT/IB2016/080226

International Filing Date:

22 November 2016

To main recipient:

IB

Date at recipient Office:

20 March 2017 16:27:17 CET

From:

ISA/CN - State Intellectual Property Office of the People's Republic of China

ePCT User:

Processing team Chinese

Message:

Ppayment confirmation for your consideration

The following document(s) have been transmitted via ePCT Office Services:

- Fee-related Correspondence
- ePCT Cover Letter

Authorized Officer:

Processing team Chinese

Authentication:

Secure online access

ACTIONS & FORMS

The section 'Actions' allows you to perform a number of actions and to generate PCT receiving Office forms for a selected IA:

ACTIONS

- Transmit Record Copy to IB
- Manage International Filing Date
- Transmit New IA to RO/IB (Rule 19.4)
- Transmit Priority Doc(s) to IB
- Withdraw International Application
- Withdraw Priority Claim(s)
- Withdraw Designation(s)
- Confirm Search Fee to IB
- Rule 92bis change request
- Manage Fees
- Record Chapter II Demand
- Application not to be treated as an IA (Stop processing)
- Assign to an examiner

FORMS

RO102-Notification Concerning Payment of Prescribed Fees

- RO103-Invitation to correct the purported International Application
- RO105-Notification of the IA Number and of the International Filing Date
- RO106-Invitation to Correct Defects in the International Application
- RO108-Invitation to Request Rectification
- RO109-Notification of Decision Concerning Request for Rectification
- RO110-Invitation to Correct Priority Claim and/or Notification of Possibility to Request Restoration of the Right of Priority
- RO111-Notification Relating to Priority Claim
- RO117-Notification that International Application Considered to be Withdrawn
- RO123-Notification Concerning Representation
- RO132-Communication in Cases for Which No Other Form Is Applicable
- RO133-Invitation to Pay Prescribed Fees Together with Late Payment Fee
- RO136-Notification of Withdrawal
- RO141-Invitation to furnish original Document Transmitted by Electronic Media
- RO146-Notification regarding certain Corrections Made Ex Officio
- RO150-Invitation to Furnish Translation of the IA (Rule 12.3(c) and (e))
- RO151-Notification of Transmittal of Purported IA to the RO IB and to pay Fee
- RO152-Invitation to Authorize Transmittal of Purported International Application to the International Bureau as Receiving Office and to Pay Fee
- RO157-Invitation to Furnish Translation of the IA(Rule 12.4(c) and (e))

There are online ePCT actions that you can perform depending of the status of an IA and your access role. Only Office users with ePCT-RO role within the competent receiving Office can perform these actions. Office users will not be able to run any actions on IAs that have been already withdrawn or

are in a specific status:

Action or Form *
Rule 92bis change request

This IA was withdrawn. Date of withdrawal: 29 Dec 2011.
Withdrawal authority: Receiving Office

The system will also warn you if an action cannot be performed on IA (e.g. some actions are permitted only after sending the record copy to the IB or when the IA is in a specific status).

Action or Form *
Withdraw International Application

You cannot proceed with Withdraw International Application action because IA status is New IA - RO Phase.

RO ACTIONS

ASSIGN TO AN EXAMINER

This action can be performed only on a single IA by launching the RO action 'Assign to an examiner' from the dropdown list of RO actions or on multiple selected IAs from the search list (see [Assign IAs to Office examiners](#)).

Select the action 'Assign to an examiner':

PCT/XY2018/030150 ▾

ACTIONS

Capacity RO
Action Assign to an examiner

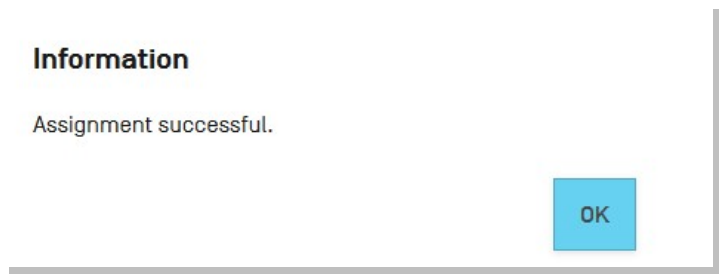
ASSIGN IA TO AN OFFICE EXAMINER

RO examiners

Select examiner
AAL XY-OFFICE

Select an examiner name from the list of Office examiners and click the button 'Assign'.

An information message is displayed:



MANAGE INTERNATIONAL FILING DATE

This action allows receiving Offices to modify the date of receipt at RO and the international filing date of new IAs that are in RO Phase:

ACTIONS

Capacity RO
Action Manage International Filing Date

MANAGE INTERNATIONAL FILING DATE

International Filing Date * 31/10/2017	📅	Current International Filing Date 31/10/2017	📅
Date of Receipt at RO * 31/10/2017	📅	Current Date of Receipt at RO 31/10/2017	📅

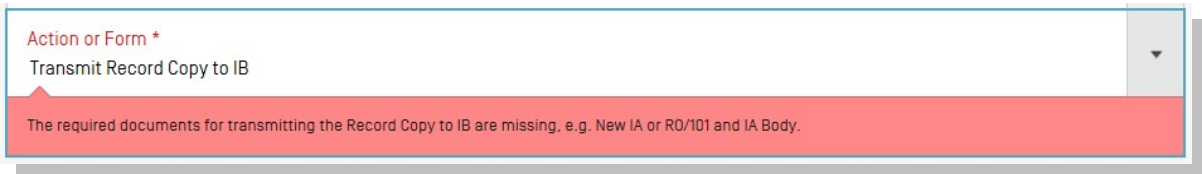
By launching the action, the system displays the current international filing date and the current date of receipt at RO. Office users have the possibility to modify both dates through the editable fields.

Click the button 'Update' to modify the date and to close the action screen.

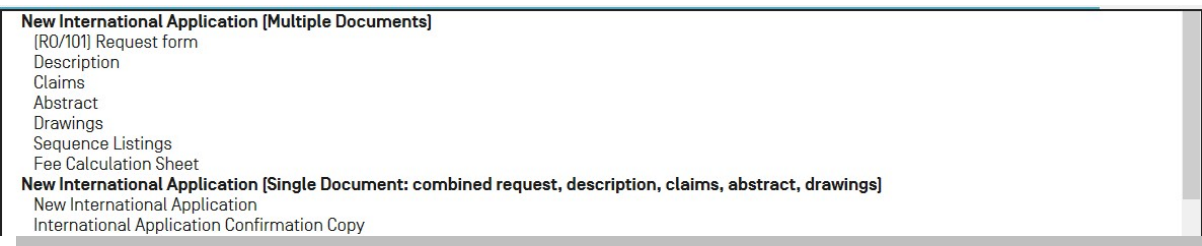
TRANSMIT RECORD COPY TO IB

This action allows the receiving Office user to transmit the Record Copy to IB after formalities examination has been performed, all the documents have been checked and processed, bibliographic data entered and forms issued (for receiving Offices using ePCT for Processing new IAs).

A number of validations helping the RO user to perform this action correctly are available. E.g. If the required documents (New IA or RO/101 and Application Body) allowing to perform the action are missing, an error message is displayed.



A choice for the number of Documents for the “New IA” is made available when uploading. The user may upload either a single document or multiple documents: RO/101, Description, Claims, Abstract and Drawings if any, for the “New IA”.



Once uploaded, the multiple documents Description, Claims, Abstract and Drawings will be automatically merged by the system into a single document: Application Body as Filed.



When performing this action the system will automatically select all the documents to be transmitted to IB; mandatory documents cannot be unselected. The receiving Office user has to unselect manually the documents that should not be transmitted to IB.

Capacity RO
Action Transmit Record Copy to IB

SELECT PROCESSED DOCUMENTS BELOW TO BE TRANSMITTED TO THE IB AS THE RECORD COPY

<input checked="" type="checkbox"/>	Document Type	Status	Date	Source
<input checked="" type="checkbox"/>	[RO/101] Request form [1]	Processed	28 Mar 2017	RO
<input checked="" type="checkbox"/>	Application Body as Filed [2]	Processed	28 Mar 2017	RO
<input checked="" type="checkbox"/>	Power of Attorney [3]	Processed	28 Mar 2017	RO

If office user has entered the minimum bibliographic data and loaded it successfully

Information

Bibliographic Data loaded successfully.

under **DATA (DRAFT)** section, the check box Form RO/105 is made available. By checking this box, the system will automatically generate the RO/105 when the IA is transmitted to IB. This action may be performed separately, see section [Form RO/105](#)

FORM RO/105

Generate RO/105
 Generate RO/105

Language
English

Date of mailing *
28/03/2017

Date of transmittal of the record copy to the International Bureau
28/03/2017

Search Fee box will be also made available if your office and the ISA selected are eSearchCopy participating offices. This will confirm to IB that the Search fee has been paid. By checking this box, you will indicate to IB that the search fee has been paid by generating the corresponding document automatically and will trigger the transfer of the Search Copy to the ISA. This action may be performed separately, see section [Confirm Search Fee to IB](#)

SEARCH FEE

Confirm the payment of Search Fee to IB
 Search Fee has been paid

Once you have performed the Transmit record Copy to IB action, the selected documents will be transferred to IB and will appear under Record as held by the IB Documents section in status 'Not yet processed' pending processing by the IB. A cover letter listing all the documents transmitted to IB will be automatically generated. The IA status will change from New IA RO phase into Not yet processed.

▶ IA Status Not yet Published	Int. Filing Date 28 Mar 2017	ISA /CN No information	
▼ RECORD AS HELD BY THE IB			
<input type="checkbox"/> Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/> [RO/105] Notification of the International Application Number and of t...	RO	Not yet processed	28 Mar 2017
<input type="checkbox"/> ePCT Office Cover Letter [4]. 1 page	RO	Not yet processed	Document i...
<input type="checkbox"/> Power of Attorney [3]. 1 page	RO	Not yet processed	28 Mar 2017
<input type="checkbox"/> New International Application [2]. 28 pages	RO	Not yet processed	28 Mar 2017

ePCT Office Action
Transmit Record Copy to IB

State Intellectual Property Office of the People's Republic of China - RO/CN

IA Number:
PCT/CN2017/002910

International Filing Date:
28 March 2017

Filing Type:
Paper

The following documents will be transmitted to the IB as the record copy:

- New International Application
- Power of Attorney
- (RO/105) Notification of the International Application Number and of the International Filing Date

Authorized Officer: /Office User/
Date: 28 March 2017 10:11:06 CEST
ePCT User: Processing team Chinese
Authentication: Sign-in with strong authentication

Example of ePCT Office Cover letter generated when performing the action.

Note: Before transmitting the record copy to the IB, it is recommended to enter all the necessary bibliographic data in order to be able to issue RO Forms.

MANAGE FEES

This action allows Office users to manage fees through one single screen. Office users can manually set the right currency per fee and indicate paid amounts. The fee information is used when generating forms RO/102 and RO/133.

ACTIONS

Capacity RO
Action Manage Fees

Transmittal fee

Currency USD	Amount Due 500.0	Amount Paid 500.0
Balance 0		

Search fee

Currency USD	Amount Due 315.0	Amount Paid 315.0
Balance 0		

International filing fee

(i1) Fixed amount for first 30 sheets 1367.0	(i2) Number of sheets in excess of 30 0	Fee per sheet 0.0
---	--	----------------------

(r) Reduction for electronic filing The request, description, claims and abstract are in character	Amount * 308.0
---	-------------------

i1+i2+r 1059.0	Special fee reduction (90%) -0.0
-------------------	-------------------------------------

Applicants from certain States are entitled to a reduction of 90% for the international filing fee

Currency USD	Amount Due 1059.0	Amount Paid 1059.0
Balance 0		

Fee for priority document		
Currency USD	Amount Due 150.0	Amount Paid 150.0
Balance 0		
Fee for Earlier Search Documents		
Currency CHF	Amount Due 0.0	Amount Paid 0.0
Balance 0		
Total Due USD 2,024	Total Paid USD 2,024	Balance USD 0
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

By clicking the button “Save”, the fee details are registered for the IA. Due and paid amounts are shown in the section Fees.

Note: ePCT does not offer any online fee payment facility for receiving Offices other than RO/IB.

CONFIRM SEARCH FEE TO IB (ESEARCH COPY)

This action can be launched only for IAs that have been already transmitted to the IB and for which the pair RO-ISA is defined in the Office Profile. This means that your Office in its capacity as receiving Office should have an agreement with the ISA in order to receive automatically from the IB the Search Copy.

This action should automatically generate the following error message if the configuration of the eSearchCopy module is not yet done for your Office:

Action or Form *
Confirm Search Fee to IB

The IB is not yet authorized to transmit the Search Copy to the ISA. Please send the Search Copy to the competent ISA and contact pct.eservices@wipo.int for more information

If the IA is still in status ‘New IA - RO Phase’ (i.e. the Record Copy is not yet sent to the IB) then you will get the following error message:

Action or Form *
Confirm Search Fee to IB

You cannot proceed with Confirm Search Fee to IB action because IA status is New IA - RO Phase.

Main Title: Transmit Record Copy to IB

SEARCH FEE

Confirm the payment of Search Fee to IB

Search Fee has been paid

that is made available

under the action 'Transmit Record Copy to IB'.

TRANSMIT PRIORITY DOCUMENT TO IB

In order to transmit priority documents to the IB:

- Open the IA and go the 'Actions' section.
- Select from the drop down list the action 'Transmit Priority Doc(s) to IB'.
- If the IA is in RO phase the action can be completed, but it will finish with a message indicating that the priority document will be transmitted to the IB with the record; it will be automatically selected when using the ePCT Action 'Transmit Record copy to IB'.
- If the IA is already transmitted to the IB but it has no priority claims or if the priority document was already received by the IB, you get the following error messages:

Action or Form *

Transmit Priority Doc(s) to IB

The IA does not contain any priority claim(s).



Action or Form *


Transmit Priority Doc(s) to IB

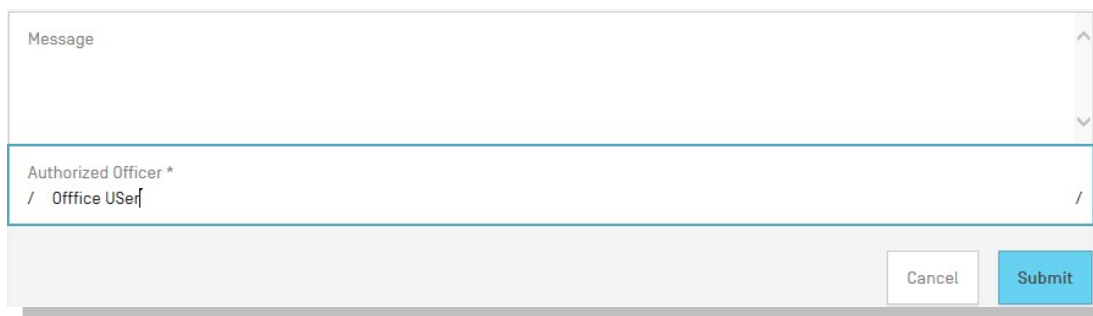
Priority document(s) already received by the IB - no priority documents outstanding.

Otherwise, the list of all priority claims on record for the selected IA is displayed:

PRIORITY CLAIM[S]		
Office/Country BR	Application Number 654123	Filing Date 02 Apr 2015
Office/Country CN	Application Number 201610140066.X	Filing Date 11 Mar 2016
Office/Country GR	Application Number 123456	Filing Date 11 Mar 2016

PRIORITY DOCUMENTS TO BE TRANSMITTED			
Office/Country CN	Application Number 201510153330.9	Filing Date 02 Apr 2015	
Source		▼	
Prepared and transmitted by RO			
Date of Receipt at RO *			
Date of transmittal to IB		22 Mar 2017	
Attach document *		<input type="button" value="Add document [.pdf]"/>	
		<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

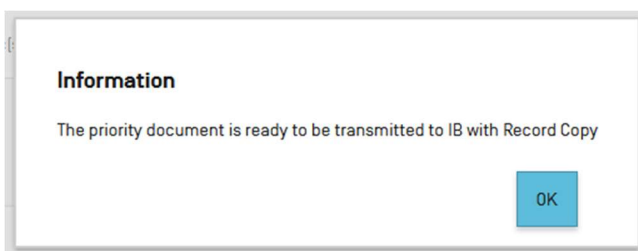
- The date of transmittal to the IB is set by default to current date and cannot be modified by the user.
- Select the priority document and choose in the dropdown list the provider of the document. A priority document may be provided by an Applicant, prepared and transmitted by the RO or retrieved from DAS.
- If a priority document has already been received at the IB, the corresponding priority claim is not selectable.
- If the priority document was 'Provided by Applicant' to the RO, enter the 'Date of receipt at RO' and Click on 'Add Document'
- Select the PDF document to be uploaded and click 'Open'. The document will appear at the bottom in the list of uploaded documents showing the priority document and date, the File Name, provided by, date of receipt at RO and File size. Click on OK to confirm the file.
- To remove the document, click the icon 
- You may attach other documents or type a message (optional), however, it is compulsory to sign the transmittal of a priority document by entering a text string signature in the Authorized Officer box. The name of the current user is set by default as Authorized Officer.



- After clicking 'Submit', you will get the following information message:



- Or in the case the IA is in 'RO Phase' will get the following information message:



A document 'ePCT Cover letter' is automatically generated and transmitted immediately to the IB for processing. You may consult this document in the contents of the IA under Documents section (sub-tab Record as held by the IB):

ePCT Office Action
Transmittal of Priority Document(s)

State Intellectual Property Office of the People's Republic of China - RO/CN

IA Number:
PCT/CN2016/078290

International Filing Date:
01 April 2016

Office Role:
EPCT-RO

Date of transmittal to the IB:
22 March 2017

Priority document(s) transmitted:

Country/Office	Application No.	Filing Date	Provided by	Date of receipt at RO
CN	201510153330.9	02 April 2015	RO	

The following document(s) were submitted as attachment(s):

- Priority Document

Authorized Officer: /Office User/
Date: 22 March 2017 16:47:48 CET
ePCT User: Processing teamChinese
Authentication: Sign-in with strong authentication

WITHDRAW IA

In order to submit an online request to the IB to withdraw an IA:

- Open the IA and go to 'Actions'.
- Select from the drop down list the action 'Withdraw International Application'.

Capacity RO
Action Withdraw International Application

WITHDRAW INTERNATIONAL APPLICATION

Technical preparations for international publication are now complete. Withdrawing the international application can no longer prevent international publication.

Requested by
Receiving Office

Withdrawal Date 22 Mar 2017

ATTACH DOCUMENT [FORM RO/117 IS MANDATORY]

Document Type *

Attach document * Add Document [.pdf]

Message

Authorized Officer *
/ Processing team Chinese /

The withdrawal request can be either at the request of the Applicant (if the Applicant addressed a notice of withdrawal to the RO), or at the request of the RO (e.g., IA considered withdrawn if no fees have been paid):

Requested by

Receiving Office

Applicant

- Choose from the drop down list 'Requested by': 'receiving Office' or 'Applicant'

If 'Requested by' is receiving Office:

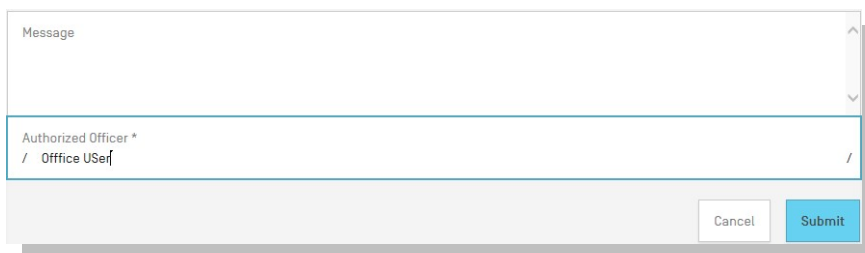
Requested by Receiving Office	▼
Withdrawal Date 22 Mar 2017	
ATTACH DOCUMENT (FORM RO/117 IS MANDATORY)	
Document Type *	▼
Attach document *	Add Document [.pdf]

- Withdrawal date is set by default to the current date and cannot be modified by the user.
- Attach mandatory document RO/117: Notification that International Application Considered to be Withdrawn.
- You can optionally attach other documents (e.g. RO/136).

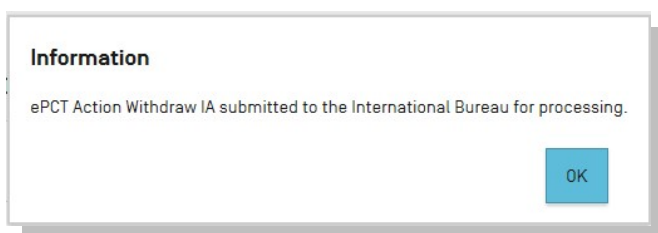
If 'Requested by' is Applicant:

Requested by Applicant	▼
Withdrawal Date * 22/03/2017	📅
The signature of all applicants is required for withdrawals. Check that any required powers of attorney are already on file or attach them below.	
ATTACH DOCUMENT (DOCUMENT WITHDRAWAL OF INTERNATIONAL APPLICATION IS MANDATORY)	
Document Type	▼
Attach document *	Add Document [.pdf]

- Withdrawal date is set by default to the current date and can be modified by the user. This date must not be in the future and not before the International Filing Date.
- Attach mandatory document type 'Withdrawal of International Application' provided by the applicant.
- You can attach other documents, e.g., RO/136, Power of Attorney, etc.
- You may add text in the message field (optional) if desired, however, it is compulsory to sign the withdrawal request by entering a text string signature in the Authorized Officer box. The name of the current user is set by default as Authorized Officer.



- After clicking on 'Submit' button you will get the following information message:



A document entitled "Withdrawal of International Application" is automatically generated and transmitted immediately to the IB. You may consult this document under Documents section 'Record as held by the IB':

▼ RECORD AS HELD BY THE IB				
<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	Withdrawal of International Application [20]_ 1 page	R0	Not yet processed	Document i...

Example of the document 'Withdrawal of International Application':

**ePCT Office Action
Withdraw IA****State Intellectual Property Office of the People's Republic of China - RO/CN**IA Number:
PCT/CN2016/078290International Filing Date:
01 April 2016Withdrawal Date:
22 March 2017Withdrawn by:
ApplicantThe following document(s) were submitted as attachment(s):
- Withdrawal of International Application

Authorized Officer:	/Office User/
Date:	22 March 2017 16:57:50 CET
ePCT User:	Processing team Chinese
Authentication:	Sign-in with strong authentication

IMPORTANT: The usual time limits apply for requesting withdrawal of the IA. In particular, in order to prevent international publication, the IA must be withdrawn before the close of technical preparations for international publication. If technical preparations have already closed, the system will warn you of this fact at the time of selecting the action to withdraw an IA. You may then decide whether to proceed with the request for withdrawal, bearing in mind that the IA will in any case be published.

WITHDRAW INTERNATIONAL APPLICATION

Technical preparations for international publication are now complete. Withdrawing the international application can no longer prevent international publication.

Note: Applicants, with eOwner or eEditor rights, can also submit actions to the IB to withdraw an IA via ePCT, or without strong authentication, when they do not have access rights to an IA, upload a document requesting withdrawal.

WITHDRAW PRIORITY CLAIM(S)

In order to submit an online request to the IB to withdraw one or several priority claims in an IA:

- Open the IA and select the 'Actions'
- Select from the drop down list the action 'Withdraw Priority Claim(s)'.

- The withdrawal request can be either at the request of the Applicant (if the Applicant addressed a notice of withdrawal to the RO), or at the request of the RO.

Choose from the drop down list 'Requested by': 'receiving Office' or 'Applicant'.

If 'Requested by' is the receiving Office, the Withdrawal date is set by default to current date, and cannot be modified.

If 'Requested by' is the Applicant, the Withdrawal date can be modified. This date cannot be in the future and cannot be before the International Filing Date:

PRIORITY CLAIM[S]			1 issue
Office/Country BR	Application Number 654123	Filing Date 02 Apr 2015	Select
Office/Country CN	Application Number 201510153330.9	Filing Date 02 Apr 2015	Select
Office/Country CN	Application Number 201610140066.X	Filing Date 11 Mar 2016	Select
Office/Country GR	Application Number 123456	Filing Date 11 Mar 2016	Select

ATTACH DOCUMENT [FORM RO/111 IS MANDATORY]

Document Type *

Attach document *

Add Document [.pdf]

Please upload the document type [RO/111]

The signature of all applicants is required for withdrawals. Check that any required powers of attorney are already on file or attach them below.

Message

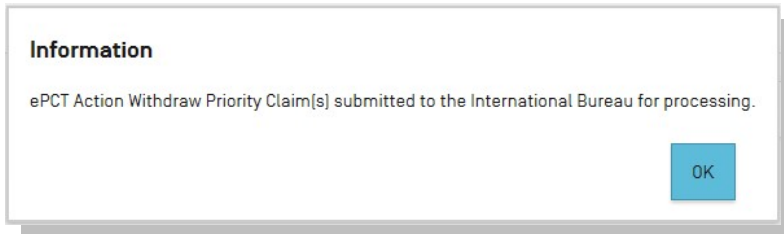
Authorized Officer *

/ Processing team Chinese /

Cancel Submit

- Select the priority claim(s) to be withdrawn.
- Attach mandatory document: RO/111 (Notification Relating to Priority Claim) or the document type 'Withdrawal of Priority Claim' provided by the applicant.

- You can optionally attach other documents (e.g., power of attorney, RO/136).
- You may add text in the message field (optional) if desired, however, it is compulsory to sign the withdrawal request by entering a text string signature in the Authorized Officer box. The name of the current user is set by default as Authorized Officer.
- After clicking on the 'Submit' button you will get the following information message:



A document 'Withdrawal of Priority Claim' is automatically generated and transmitted immediately to the IB for processing. You may consult this document in the contents of the IA under Documents, section 'Record as held by the IB':

▼ RECORD AS HELD BY THE IB

<input type="checkbox"/>	Documents [Doc ID] ⇅	Source ⇅	Status ⇅	Date ▼
<input type="checkbox"/>	Withdrawal of priority claim [22]. 1 page	RO	Not yet processed	Document i...

ePCT Office Action Withdraw Priority Claim(s)

State Intellectual Property Office of the People's Republic of China - RO/CN

IA Number:

PCT/CN2016/078290

International Filing Date:

01 April 2016

Withdrawal Date:

23 March 2017

Withdrawn by:

Receiving Office

The withdrawal concerns the following priority claim(s):

- BR 654123 02 April 2015

The following document(s) were submitted as attachment(s):

- (RO/111) Notification Relating to Priority Claim

Authorized Officer:

/Processing team Chinese/

Date:

22 March 2017 17:12:54 CET

ePCT User:

Processing team Chinese

Authentication:

Sign-in with strong authentication

IMPORTANT: The usual time limits apply for requesting withdrawal of a priority claim. In particular, in order to delay international publication, the priority claim must be withdrawn before the completion of technical preparations for international publication. If technical preparations have already closed, the system will warn you of this fact at the time of selecting the action to withdraw a priority claim. You may then decide whether to proceed with the request for withdrawal of the priority claim, bearing in mind that the international publication date will not be affected.

PRIORITY CLAIM[S]

1 issue

WARNING Technical preparations for international publication are now complete. Withdrawing the priority claim(s) now can no longer delay international publication.

Note: Applicants, with eOwner or eEditor rights, can also submit actions to the IB to withdraw priority claim(s) via ePCT, or without strong authentication, when they do not have access rights to an IA, upload a document requesting the withdrawal of the priority claims(s)...

RULE 92BIS CHANGE REQUEST

As Receiving Office, in order to submit an online request to the IB to record a change under PCT Rule 92bis:

1. Open the IA and go to the 'Actions' section.
2. Select from the drop-down list the action 'Rule 92bis change request'.

Note: If technical preparations for publication have already closed but the IA has not yet been published, a message in the interface informs the user that the submitted change can no longer be reflected in the international publication (see below).

WARNING Technical preparations for international publication are now complete. Changes recorded under Rule 92bis will not be taken into account for international publication.

3. The list of all the parties on record for the IA is displayed for selection of the party in respect of whom a change is requested to be recorded.

A 'party' can be:

- Applicant
- Applicant/Inventor
- Inventor only
- Common representative
- Agent
- Address for correspondence.

4. The different types of change that can be requested are: 'Add a new party

Add a new Party

'Delete an existing party



and Edit/Replace an existing party



Capacity R0
Action Rule 92bis change request

RULE 92BIS CHANGE REQUEST

Check that any required powers of attorney are already on file or attach them below.

EDIT PARTIES

Add a new Party

SPONGE, Bob	Applicant and inventor	Natural person	✎
-------------	------------------------	----------------	---

SAVED CHANGES [0]

ATTACH DOCUMENT [REQUEST FOR CHANGE UNDER RULE 92BIS OR POWER OF ATTORNEY DOCUMENT IS MANDATORY]

Document Type ▼

Attach document Add Document [.pdf]

SUBMIT REQUEST

Message ^

Authorized Officer *
/ Processing team Chinese /

Cancel
Submit 92bis Change Request

Adding a new party:

1. If you select 'Add a new party', a screen is displayed for the input of bibliographic data relating to the new party. This action will not suspend access to the IA in ePCT.

All fields marked with '*' are mandatory.

Party * <input type="radio"/> Applicant <input checked="" type="radio"/> Applicant and inventor <input type="radio"/> Inventor only <input type="radio"/> Common Representative <input type="radio"/> Agent <input type="radio"/> Address for Correspondence	First Name *	Telephone Number +123456789
	Last Name *	Fax Number +198765432
Applicable Designations * <input checked="" type="radio"/> All <input type="radio"/> Specific designations	Street Address * 1 First Avenue	Notifications to be sent by <input type="radio"/> Paper & Email <input checked="" type="radio"/> Email Only <input type="radio"/> Paper Only
	City * New York	Email * john.doe@patent.com
Succession	Country * US - United States of America	Registration No
	Postal Code 1234	
	State NY - New York	
	Nationality US - United States of America	
	Residence US - United States of America	

Rule 92bis form: Add a new party

- Once you have completed the input of the bibliographic data for the new party, click 'Confirm' to proceed. The new party will be added to a list of 'Saved Changes' being requested for the IA. You can Edit, View or Delete the change that you have just added using the appropriate icon.

SAVED CHANGES [1]			
Party Applicant and inventor	DOE, John	Type Added	<input type="button" value="Click to preview 92bis request"/> <input type="button" value="Click to preview 92bis request"/>

Editing/Replacing an existing party to request a change in the bibliographic data:

- On the line of the party concerned, click on 'Edit/Replace an existing Party' icon.

▶	SPONGE, Bob	Applicant and inventor	Natural person	<input type="button" value="Edit / Replace existing party"/>
---	-------------	------------------------	----------------	--

- The details of the selected Party are displayed as a web form in order for you to edit the data to reflect the requested change. The data as currently on file at the IB for the selected party is displayed with a grey background and is not editable.

▶ SPONGE, Bob		Applicant and inventor	Natural person
<input type="checkbox"/> Change in person	First Name *	Bob	Telephone Number 1321321654654
Party *	Data currently on file : Bob		Data currently on file : 1321321654654
<input type="radio"/> Applicant	Last Name *	SPONGE	Fax Number 654654654654654645
<input checked="" type="radio"/> Applicant and inventor	Data currently on file : SPONGE		Data currently on file : 654654654654654645
<input type="radio"/> Inventor only	Address *	Ocean Street 1	Notifications to be sent by
<input type="radio"/> Common Representative	Data currently on file : Ocean Street 1		<input checked="" type="radio"/> Paper & Email
<input type="radio"/> Agent	Applicable Designations *		<input type="radio"/> Email Only
<input type="radio"/> Address for Correspondence	<input checked="" type="radio"/> All		<input type="radio"/> Paper Only
Data currently on file : Applicant and inventor			Data currently on file : Paper & Email
Data currently on file : All		Country *	Email *
Succession		CN - China	email@email.com
Data currently on file :		Data currently on file : CN - China	Data currently on file : email@email.com
		Nationality	Registration No
		CN - China	Data currently on file :
		Data currently on file : CN - China	
		Residence	
		CN - China	
		Data currently on file : CN - China	

Note: If you are requesting a change in the person of a Party, tick the 'Change in person' checkbox. If you need to indicate that a person is now deceased, change its type to inventor only and check the 'Deceased' checkbox.

Change in person

 Party *

- Applicant
- Applicant and inventor
- Inventor only
- Common Representative
- Agent
- Address for Correspondence



Data currently on file : Applicant and inventor

 Deceased

Note, if the request for change concerns the name, the address or the person of an existing party, online access to the IA will be temporarily suspended, pending processing of the change by the IB.



3. Once you have finished editing the requested change(s), click 'Confirm' to proceed. The edited Party will be added to a list of 'Saved Changes'. If you click 'Cancel', the changes edited for the bibliographic data will be deleted.
4. After clicking 'Confirm' the modified Party details appears in the list of 'Changes':

SAVED CHANGES [2]

Party Applicant and inventor DOE, John	Type Added	
Party Inventor only SPONGE, Bob	Type Edited	



6. You can Edit, View or Delete the change that you have just added using the appropriate icon.

SAVED CHANGES [1]

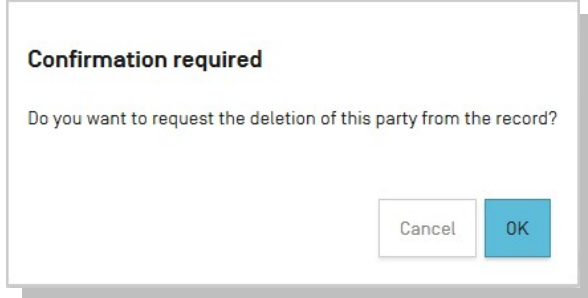
Party Applicant and inventor DOE, John	Type Added	Click to preview 92bis request		
--	------------	--	---	---

To request the deletion of a party from the record:

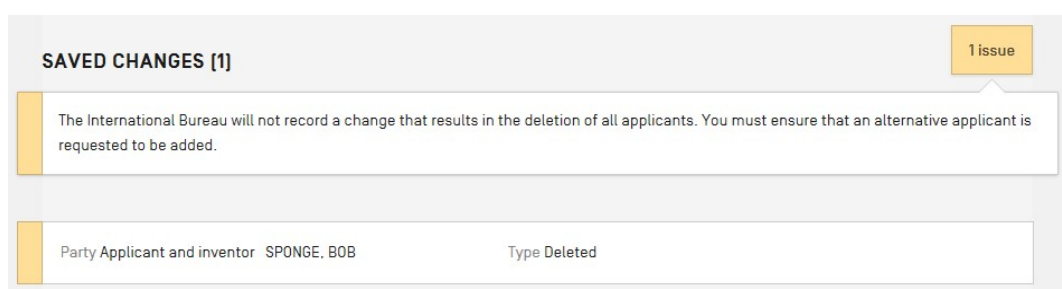
1. Click on the corresponding icon 'Delete an existing Party' from the Party line.

▶ SPONGE, Bob	Applicant and inventor	Natural person			Delete an existing Party
---------------	------------------------	----------------	---	---	--

2. A warning message appears asking you to confirm the deletion of the Party concerned. Click 'OK' to confirm or 'Cancel' to go back to the Rule 92bis screen.



3. The deleted party appears in the 'Changes' part of the screen.

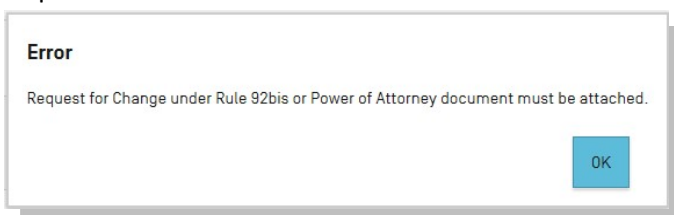


Note: If you are requesting the deletion of the sole applicant of record, you will get a warning.

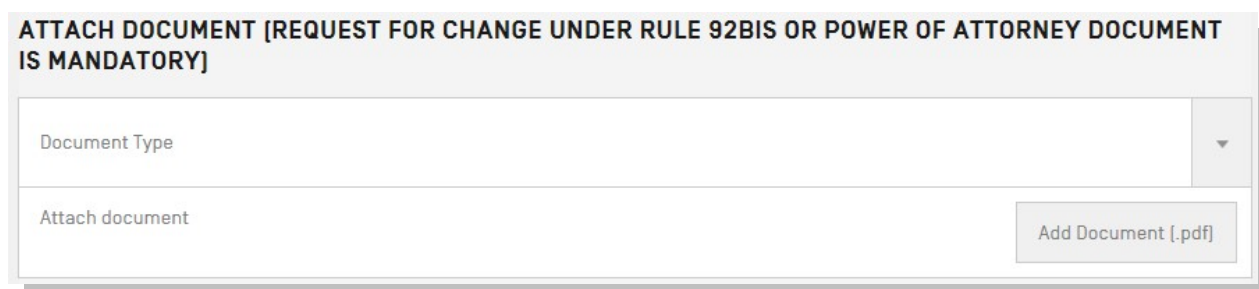
4. You can Preview or Delete the change that you have just made by clicking using the appropriate icon.

Attaching a file and Submitting the Rule 92bis request:

1. Once you have entered all the changes required, you must attach a document (in PDF format) to support your request, e.g., Rule 92bis Change Request or a power of attorney furnished by the applicant. An error message will prevent you from submitting the change request.



To attach documents, select the document type and click on Add Document.



2. You may type text in the Message field if desired (optional), however, it is compulsory to sign the request:

SUBMIT REQUEST

Message
[

Authorized Officer *
/ Office User XY /

Cancel

3. A document entitled “ePCT Action: Rule 92bis change request” is transmitted to the IB for processing. You may consult this document in the contents of the IA Documents section.

ePCT Office Action

Request for Recording a Change (PCT Rule 92bis.1)

RO/EP

IA Number: PCT/EP2015/111111
 International Filing Date: 24 November 2015
 File Reference: None
 Request Date: 22 December 2015

Data requested to be deleted:

<input type="checkbox"/> the applicant	<input type="checkbox"/> the inventor	<input checked="" type="checkbox"/> the agent	<input type="checkbox"/> the common representative	<input type="checkbox"/> the applicant-inventor	<input type="checkbox"/> the correspondence address
Regional:					
Name and Address:					
PARKER, Joe 1 Patent Street Spain					
Registration No					
State of Nationality:			State of Residence:		
Telephone 123456			Fax +41223380000		
Email patent@office.com			Notification method Paper and advance e-mail		

The following documents were submitted as attachments:

- Request for Change under Rule 92bis

Signature: /Office User/

Date: 22 December 2015 16:52:17 CET

Authorized Officer: Office User

Authentication:

TRANSMIT NEW IA TO RO/IB (RULE 19.4)

In case your Office receives a new application but is not competent (Rule 19.4), please use the action 'Transmit New IA to RO/IB (Rule 19.4)' to transmit the IA to the receiving Office of the IB.

If the IA is received in paper, create the New IA in ePCT, prepare the necessary forms (RO/151 or RO/152) and use the action 'Transmit New IA to RO/IB (Rule 19.4)'.

In case the IA is transmitted to your Office via ePCT-Filing, open the IA, prepare the necessary forms (RO/151 or RO/152) and perform the action 'Transmit New IA to RO/IB (Rule 19.4)'.

You will get the following screen:

Capacity R0
Action Transmit New IA to RO/IB [Rule 19.4]

Date of receipt at original Receiving Office 03/02/2017 Date of receipt at RO/IB 22/03/2017

Generate or attach document ▼

Attach document

Generate Form RO/151

Generate Form RO/152

ATTACH DOCUMENT

Document Type * ▼

Attach document * Add Document [.pdf]

Message ^

Authorized Officer *
/ Office User XY /

Cancel
Transmit New IA to RO/IB [Rule 19.4]

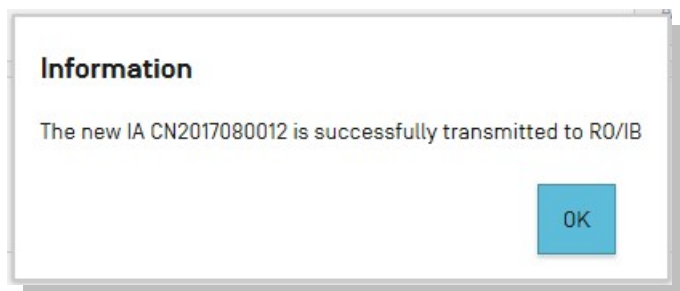
- Date of receipt at the original receiving Office: corresponds to the date when your Office received the IA. This date corresponds to the date when the IA is first created in ePCT.
- Date of receipt at RO/IB: the current date at RO/IB
- List of mandatory document types RO/151 and RO/152. You must attach at least one of the two documents otherwise you will get the following error message:

Attach document * Add Document [.pdf]

Please upload the document type [RO/151, RO/152]

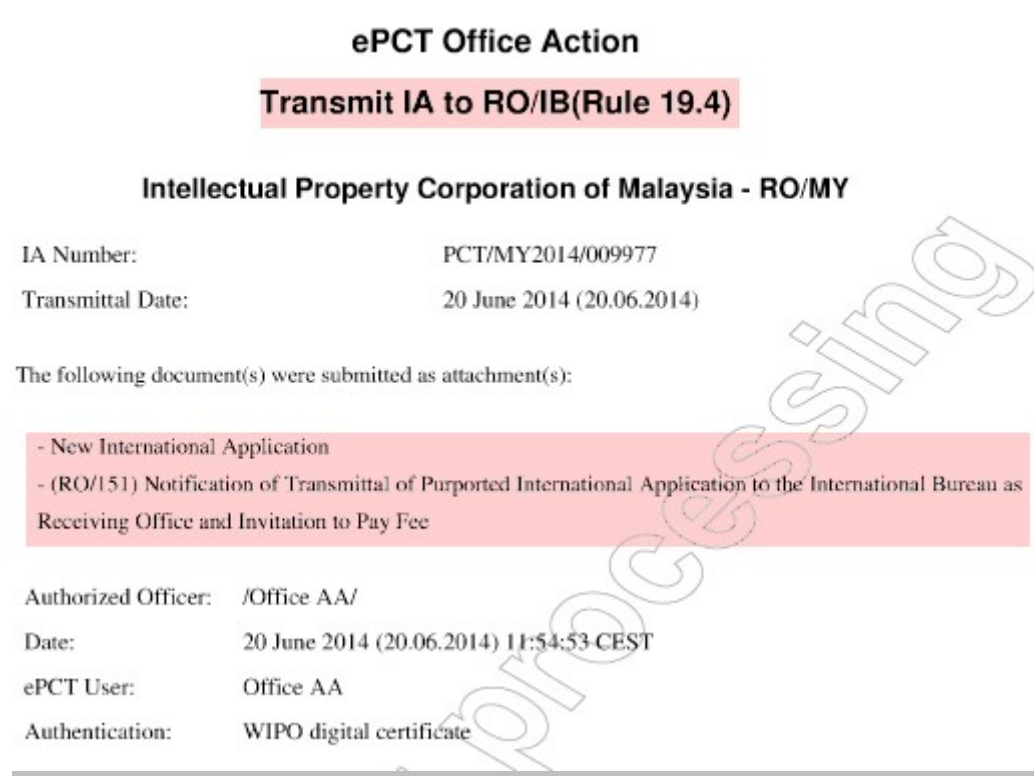
Attach the form RO/151 or RO/152 and then click on the button 'Submit'.

If the action is performed successfully, you will get the following information message:



The status of the IA changes into “Not yet published” and all selected documents move from the sub-section ‘Documents for RO’ to the sub-section ‘Record as held by the IB’ and their status is set to ‘Not yet processed’.

The system creates also a document ‘ePCT Office cover letter’ that summarizes the list of documents transmitted to the RO/IB (See the following example of an ePCT Office cover letter):



Once the new IA is processed by RO/IB, you will not be able to open it again. If you search for the old IA number, you will get the following message showing the old IA number and the new IA number assigned by the IB: Click on the link to open the IB number and upload documents or to send an ePCT message.

Error

This application is no longer being treated as an international application. Please contact PCT eServices Help Desk at pct.eservices@wipo.int if you want to restore the access to this application.

OK

If the IA is no longer in status 'RO Phase', you cannot perform this action. You will get the following error message:

Action or Form *

Transmit New IA to RO/IB [Rule 19.4]

You cannot proceed with Transmit New IA to RO/IB [Rule 19.4] action because this IA has already been transmitted to the IB.

APPLICATION NOT BE TREATED AS AN INTERNATIONAL APPLICATION

This action is made available to the receiving Office either to stop new applications before transmitting the Record Copy to the IB or to send a request to the IB to stop an IA that has already been transmitted by mistake.

There are several reasons for stopping an IA: Article 11 defect, national security or any other reason that could be specified by the receiving Office.

Case when the application is still under the control of the RO (status: RO Phase):

- Open an application that is still in status 'RO phase' and select 'Actions' section
- Select from the drop down list the action 'Application not to be treated as an IA' and click OK.

ACTIONS

Capacity R0
Action Application not to be treated as IA

APPLICATION NOT TO BE TREATED AS AN IA

Select
Article 11 defect(s)
IA number will not be used
Security
Other

Select

Authorized Officer *
/ Office User XY /

Cancel Submit

- Select the reason from the drop down list and click the button 'Submit'.
- If you choose 'Other' as reason, then you will be requested to enter text explaining the reason(s):

Reason *
Other

Explanation *

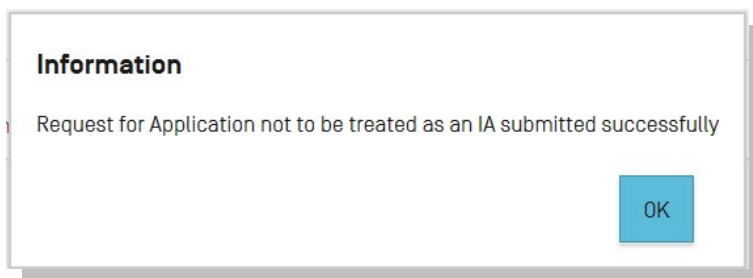
By click on the button 'Submit', you will get the following warning message:

Confirmation required

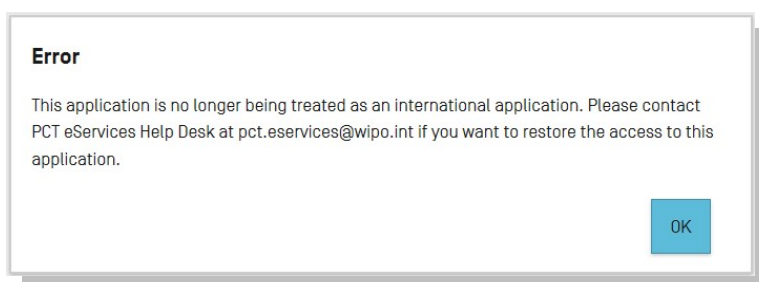
This application will no longer be accessible in ePCT. For confirmation, please click on OK.

Cancel OK

Click on 'OK', if the action is performed successfully then you will get the following information message:



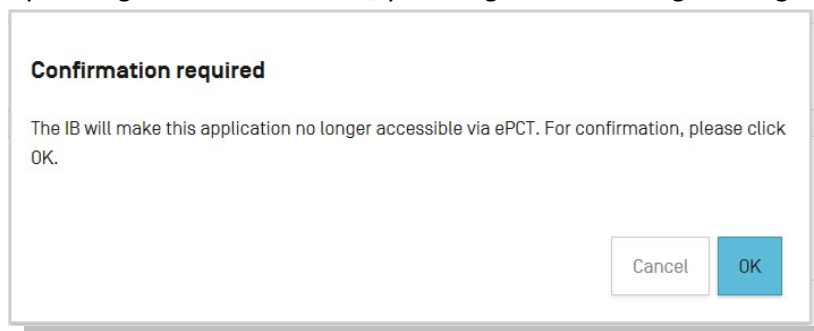
Clicking on 'OK' should display the following message: saying that this application is no longer treated as international application, which means that you cannot access this application through ePCT anymore:



Please send an email to pct.eservices@wipo.int if you have performed this action by mistake.

Case when the IA has already been sent to the IB:

- Open an application that is not in status 'New IA – RO phase' and is not yet published.
- Click the sub-tab 'Actions' and select from the drop down list the action 'Application not to be treated as an IA' and click OK.
- You will get the same screen as for applications that are still in status 'New IA – RO Phase' (see previous paragraph).
- By clicking the button 'Submit', you will get the following warning message:



- Click on 'OK', if the action is performed successfully then the system will create a cover letter



and add it

automatically in the Documents section 'Record as held by the IB' in status "Not yet processed" for processing by the IB.

The following screenshot shows an example of ePCT Office cover letter generated when this action is performed:

ePCT Action

Application not to be treated as an IA

State Intellectual Property Office of the People's Republic of China - RO/CN

IA Number:
PCT/CN2011/002144

International Filing Date:
21 December 2011 (21.12.2011)

Date:
21 March 2017 (21.03.2017)

Reason:
- Security

Authorized Officer: /Processing team Chinese/
Date: 21 March 2017 (21.03.2017) 11:20:18 CET
ePCT User: Processing team Chinese
Authentication: Sign-in with strong authentication

- **IMPORTANT: the system offers to Office users the possibility to restore applications that are not treated as IA.** This action is not shown in the list of Office actions but users can search applications that are not treated as an IA:

Advanced Search | Columns | Download list

Search Criteria * IA Status * Applications not to be treated as an IA X

Reset Add criteria Search

IA Number ▾	IA Status ⇅	Filing Type ⇅	Date of Receipt at RO...	IFD ⇅	Priority Date ⇅	Appl...	ISA ⇅
PCT/XY2017/030044	Processing stopped	E-Filing (PDF)	05 Sep 2017	05 Sep 2017	01 Oct 2016	MITL...	XY
PCT/XY2017/030030	Processing stopped	E-Filing (XML)	03 Aug 2017	03 Aug 2017		MITL...	XY

The list of result should show IAs that is in status 'Processing Stopped', by clicking the IA number; the system displays a popup confirmation message:

Confirmation required

This application is no longer being treated as an International Application.
Do you want to restore this application?

By clicking the button Yes, user gets a new screen to provide the reason and any other informal message if needed:

Application to be treated as an IA

Reason

Receiving Office decision

Informal message

|

Authorized Officer *

/ AAL XY-OFFICE /

After clicking Submit, the following confirmation message is displayed:

Information

The application is now considered as an IA and access is reactivated

OK

Click OK to refresh the screen and access all IA data and documents.

If the IA is in IB Phase, a confirmation message will be displayed for the user to submit request to the IB to restore the application:

Confirmation required

This application is no longer being treated as International Application. Do you want to submit a request to restore this application to IB?

No

Yes

By clicking YES, the user will have to provide a reason and if needed an informal message for more explanation, then submits the request to the IB. The application should be restored as soon as the IB processes the request.

RECORD CHAPTER II DEMAND

For more details, please refer to [Record Chapter II Demand](#) under the section International Preliminary Examining Authority.

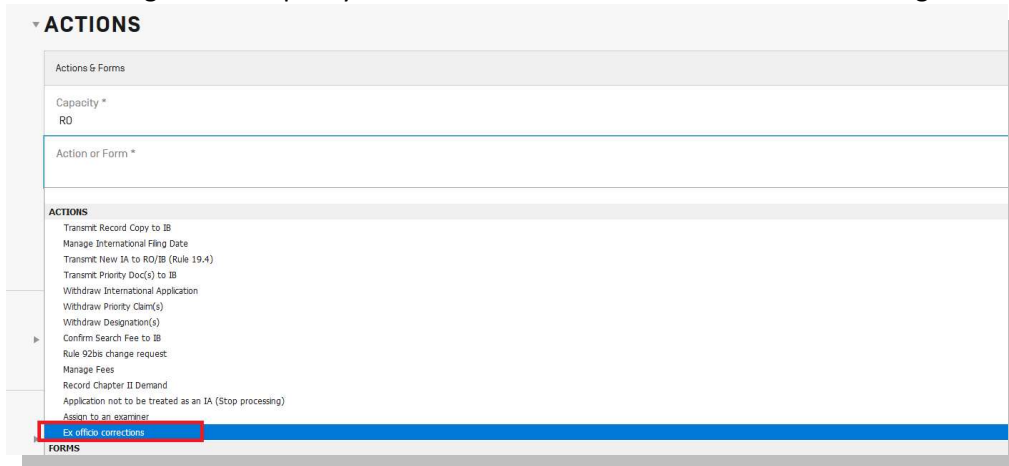
EX-OFFICIO CORRECTION

To assist in the timeliness and accuracy of processing Ex-officio corrections, an ePCT action is available for receiving Offices to allow the processing of Ex-officio corrections relating to the names and addresses of parties in text form. The Ex-officio corrections Action can be performed on a limited range of bibliographic data for IAs both in RO phase and after transmittal of the record copy to the IB.

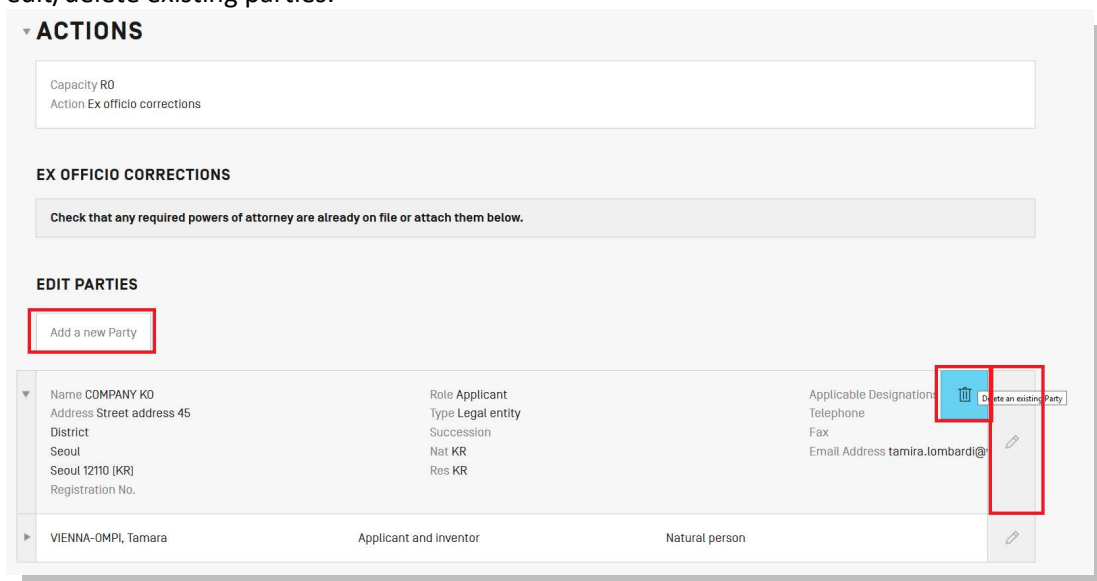
When completing the action for IAs already transmitted to the IB, the RO user submitting the ex-officio action will be prompted with a confirmation message, "Action submitted to IB for processing". The action will automatically create a work item and document that will be received at IB that will be processed the IB will either accept or refuse the ex-officio action.

USING THE EX-OFFICIO CORRECTION ACTION

Users having the RO Capacity can select the action from the RO actions listing within an IA:



The Action shows the current parties and invites the RO User to add additional parties and/or edit/delete existing parties:



When editing the parties the system will prompt the user to indicate if the change is related to a change in party or a correction of the formatting

Once the parties have been edited, noting that at this point the RO User may revise any changes made, the user has the option to enter an informal comment before pressing the "Submit"

button:

COMPANY KO Applicant Legal entity

VIENNA-OMPI, Tamara Applicant and inventor Natural person

SAVED CHANGES [1]

Party Applicant COMPANY AT Type Edited

SUBMIT REQUEST

Informal message

Authorized Officer *
/ AAL.ATOFFICE /

Cancel Submit ex officio corrections

Following submission, the Ex-officio corrected data is available in ePCT under “DATA” and an automatically created document is inserted in the “DOCUMENTS FOR RO” in status processed:

DATA

Print

VALIDATION REPORT

No errors have been detected.

Report generated on 22 Nov 2018 at 17:20:00 CET

GENERAL INFORMATION

International Application Number PCT/AT2018/080045

INTERNATIONAL PUBLICATION

International Publication Date: Not yet published

PRIORITY CLAIM[S]

AT	231345.8
KR	10-2017-000899

NAMES

Applicant, Legal entity	COMPANY AT
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DOCUMENTS

Upload

DOCUMENTS FOR RO/AT

Documents [Doc ID]	Source	Status
<input type="checkbox"/> ex-officio corrections 113L 4 pages	RO/AT	Pro
<input type="checkbox"/> Application Body as Filed 131 8 pages	ePCT	Not
<input type="checkbox"/> Biological Material 161 1 page	ePCT	Not
<input type="checkbox"/> Rule 4.17 (III) Declaration - Applicant's Entitlement to Claim Priority 17L 1 page	ePCT	Not
<input type="checkbox"/> Fee Calculation Sheet 18L 1 page	ePCT	Not
<input type="checkbox"/> Rule 4.17 (II) Declaration - Applicant's Entitlement to Apply for and Be Granted a Patent 16L 1 page	ePCT	Not
<input type="checkbox"/> Rule 4.17 (II) Declaration of Identity of Inventor 19L 1 page	ePCT	Not
<input type="checkbox"/> Rule 4.17 (II) Declaration of Inventorship (US only) 110L 1 page	ePCT	Not
<input type="checkbox"/> RO/1011 Request form 111L 10 pages	ePCT	Not
<input type="checkbox"/> Validation Log 112L 1 page	ePCT	Not
<input type="checkbox"/> RO WASP file 12L 0 page	ePCT	Doc

The Ex-officio corrections document should be transmitted to the applicant using the RO/146 and to the IB with the record copy.

RO FORMS

There are three possibilities of generating a PCT form:

- Use the ePCT integrated module by selecting the right form from the dropdown list Actions & Forms (the dropdown list shows only available actions and forms based on the capacity of your office and the access role that you have).
- Select Other PCT/RO Forms option from the dropdown list Actions & Forms, this opens the WIPO PCT Resources web page, select the right form <http://www.wipo.int/pct/en/forms/index.html#OfficeForms>), complete manually the editable PCT form, save it as PDF file and upload it into ePCT through 'Upload' in Documents section.
- Continue using your current way of generating forms and upload them into ePCT as PDF files through 'Upload' in Documents section.

The following explanations are mainly covering the first possibility that is using ePCT integrated module to generate forms:

FORMS

RO102-Notification Concerning Payment of Prescribed Fees

RO103-Invitation to correct the purported International Application

RO105-Notification of the IA Number and of the International Filing Date

RO106-Invitation to Correct Defects in the International Application

RO110-Invitation to Correct Priority Claim and/or Notification of Possibility to Request Restoration of the Right of Priority

RO111-Notification Relating to Priority Claim

RO117-Notification that International Application Considered to be Withdrawn

RO123-Notification Concerning Representation (PCT Rule 90 and Administrative Instructions, Section 328)

RO132-Communication in Cases for Which No Other Form Is Applicable

RO133-Invitation to Pay Prescribed Fees Together with Late Payment Fee

RO136-Notification of Withdrawal

RO141-Invitation to furnish original Document Transmitted by Electronic Media

RO146-Notification regarding certain Corrections Made Ex Officio

RO150-Invitation to Furnish Translation of the IA (Rule 12.3(c) and (e))

RO151-Notification of Transmittal of Purported IA to the RO IB and to pay Fee

RO152-Invitation to Transmittal of Purported IA to the RO IB and to pay Fee

RO157-Invitation to Furnish Translation of the IA(Rule 12.4(c) and (e))

Other PCT/RO Forms

List of receiving Office forms.

Important Note:

For Paper IAs, forms can be generated only after you enter the bibliographic data. If there is no Bibliographic data the following error message will be displayed:

Action or Form *
R0105-Notification of the IA Number and of the International Filing Date

You cannot perform this action because Bibliographic data is missing.

COMMON PARTS OF PCT OFFICE FORMS

When generating different office forms using ePCT there are fields common to all forms.

Language
English

Authorized Officer *
/ Office User /

Date of mailing *
23/03/2017

Importance

Notifications to be sent by
Paper (local print)

Cancel Preview **Generate and Upload Form**

Language field:

Forms are available only in some languages, (development is ongoing for further languages):

Language

- Arabic
- Chinese
- English
- French
- German
- Spanish

Authorized Officer:

This is a free text mandatory field where the current office user name is indicated by default as signature.

Authorized Officer *
/ Office User /

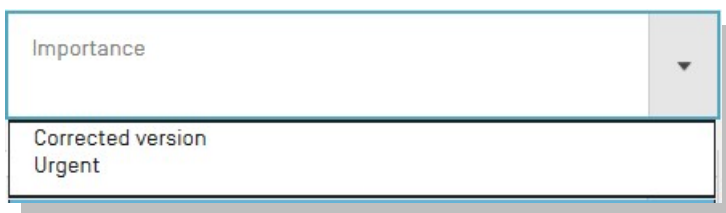
Date of mailing:

The mailing date of the form is today's date by default and can be modified by the office user. It is not possible to indicate a date in the past.



Importance:

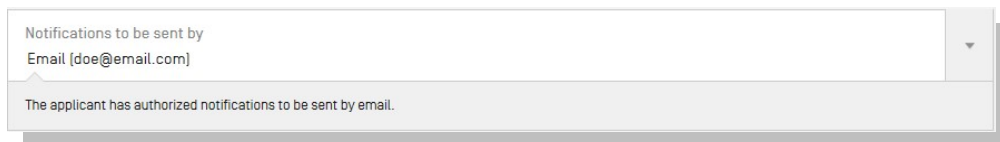
When generating a form, Office users can indicate whether the form corresponds to a 'Corrected version' of a previous form or whether it is urgent.



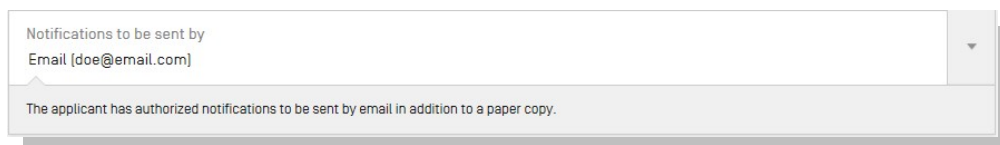
Notifications to be sent by:

This field indicates the communication method selected by the applicant. It can be:

- Email only, communications should be sent to the applicant only by email.



- Email & Paper, a **paper copy should be sent by the Office** to the applicant in addition to the email



- Paper, a **paper copy should be sent by the Office** to the applicant.



Important notes:

- The email address used to send communications by email to the applicant is the email address furnished by the applicant either at the time of filing of the IA, in the request Form RO/101, or by submitting a Change Request under Rule 92bis to the IB.

E-mail authorization: Marking one of the check-boxes below authorizes the receiving Office, the International Searching Authority, the International Bureau and the International Preliminary Examining Authority to use the e-mail address indicated in this Box to send notifications issued in respect of this international application to that e-mail address if those offices are willing to do so.

as advance copies followed by paper notifications; or exclusively in electronic form (no paper notifications will be sent).

E-mail address: patent@company.com

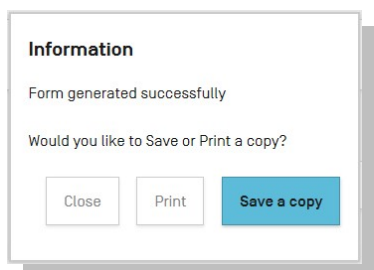
- It is recommended to use the communication method selected by the applicant (selected by default by the system).
- Please note that for a form that is generated in ePCT by selecting “Paper” or “Paper & email” as communication method, the paper copy is not sent to the applicant by the ePCT system. Therefore, Office user must print or download the paper copy of any form generated and send it to the applicant by whichever method the Office is currently using.
- Office user has the possibility, when required, to send Forms by Fax if the applicant has furnished a Fax number. The form will be sent by Fax using IB fax server. It is possible to check the Fax transmission status by checking the document Information. A tool-tip will update user on the status of the Fax transmission (see [Document History](#)).



- In case the Fax transmission or the Email fails, an automatic “Fax transmission failed” or “Email Transmission Failed” an ePCT notification in addition to an email (depends on office profile) will be sent to your Office. In such a situation, it is necessary to resend (see [Send Form](#)) the Form to the applicant.
- It is recommended to preview the forms always before generating them.



Confirmation of generation of Forms



After clicking on the button Generate and Upload Form, user will get an information message with three options: Close, Print and Save a copy. It is recommended to select Print option when the Form must be sent to applicant by paper.

The generated forms are added automatically to the document section of the IA, under the sub-section Documents for RO if the IA status is RO phase and the RO is issuing the Form. The status of the document is set to 'Processed' and is ready to be transmitted to the IB and applicant.

If the IA is not in Status RO phase, the Form will be added automatically to the Documents sub-section of Record as held by the IB.

<input type="checkbox"/>	[RO/102] Notification Concerning Payment of Prescribed Fees [24] 2...	RO	Not yet processed	23 Mar 2017
--------------------------	---	----	-------------------	-------------

RO102-NOTIFICATION CONCERNING PAYMENT OF PRESCRIBED FEES

Select Form RO/102 in the drop down list of Actions.

The screen shows by default the fee amounts due and allows you to enter the amount paid, the balance is automatically calculated. In case of an underpayment, the system displays automatically the time limit(s) for payment with three check boxes.

The boxes will be automatically checked in the rendered form based on the balance and the boxes checked under time limits if any.

Late payment fee section is available only if payments are still pending at the time Form RO102 is issued.

▶ Transmittal fee	Amount Due CNY 500	Amount Paid CNY 0
▶ Search fee	Amount Due USD 330	Amount Paid USD 0
▶ International filing fee	Amount Due USD 1,263	Amount Paid USD 0
▶ Fee for priority document	Amount Due CNY 300	Amount Paid CNY 0
▶ Fee for Earlier Search Documents	Amount Due 0	Amount Paid 0
Total Due CNY 800	Total Paid CNY 0	Balance CNY 800
Total Due USD 1,593	Total Paid USD 0	Balance USD 1,593

Manage Fees

Late Payment Fee

Time limit(s) for payment and amount(s) payable [Rules 14.1,15.3 and 16.1{f}]: *

within ONE MONTH from the date of receipt of the International Application (for the transmittal fee(if any), the search fee and the international filing fee)

within 16 MONTHS from the priority date(only for the fee for priority document)

The search copy will not be transmitted to the International Searching Authority until the search fee is paid

Please use the button PREVIEW, verify that the amounts and the boxes are correctly mentioned in the Form.

RO103-INVITATION TO CORRECT THE PURPORTED INTERNATIONAL APPLICATION

Select Form RO/103 in the Actions drop down list. The following sections are displayed by default and according to issues reported by checking the boxes, different options will be offered.

1. At least one applicant must have the nationality or residence of the RO

2. Description is not in a language accepted by the RO

3. Claims are not in a language accepted by the RO

4. The intention to file an IA is not indicated

5. The IA must contain an Applicant

6. The IA must contain a description

7. The IA must contain at least one claim

Attention

The time limit for responding to this invitation expires later than 12 months from the filing date of the earliest application the priority of which is claimed.

E.g. When indicating that the description is missing (check box 6), you either require a correction or request a confirmation of incorporation by reference.

ARTICLE 11(1) DEFECTS:

1. At least one applicant must have the nationality or residence of the RO

2. Description is not in a language accepted by the RO

Description is not in a language accepted by the RO
English

3. Claims are not in a language accepted by the RO

Claims are not in a language accepted by the RO
English

4. The intention to file an IA is not indicated

5. The IA must contain an Applicant

6. The IA must contain a description

7. The IA must contain at least one claim

The applicant is invited

To furnish the required correction; or

To confirm that the missing element was incorporated by reference

Incorporation by reference Rule 20.8(a)The applicant should furnish the following:

The element as contained in the earlier application to be part of IA, in the following language

(a) Language of filing of the IA

(b) Language of translation for the international search

(c) Language of translation for international publication

Language of filing of the IA
English

Language of translation for the international search
English

Language of translation for international publication
English

A copy of the earlier application as filed, if not in compliance with Rule 17.1(a), (b) or (b-bis)

Translation of the earlier application into the following language

(a) Language of filing of the IA

(b) Language of translation for the international search

(c) Language of translation for international publication

Language of filing of the IA
English

Language of translation for the international search
English

Language of translation for international publication
English

Attention



The time limit for responding to this invitation expires later than 12 months from the filing date of the earliest application the priority of which is claimed.

RO105-NOTIFICATION OF THE IA NUMBER AND OF THE INTERNATIONAL FILING DATE

Select Form RO/105 in the Actions drop down list.

When generating the Form PCT/RO/105, the only relevant field is Date of mailing: this date is prefilled by default with the current date at the receiving Office. It could be replaced by another

date in the **future** (for example: the date when the RO/105 could be printed and sent to the applicant)

Date of transmittal to the IB *		
23/03/2017		
Authorized Officer *		
/ Office User		/
Date of mailing *		Importance
23/03/2017		▼
Notifications to be sent by		▼
Paper (local print)		

RO106-INVITATION TO CORRECT DEFECTS IN THE INTERNATIONAL APPLICATION

Select Form RO/106 in the Actions drop down list.

ANNEX A

Select Defect(s) ▼

ANNEX B

Text Matter [Annex B1] Text Matter of Translation [Annex B2]

ANNEX C

Drawings [Annex C1] Drawings of Translation [Annex C2]

Additional Observations [about all annexes]

A copy of this invitation has been sent to the International Searching Authority

The following fields are displayed:

- **Defects in the IA as filed:** list of possible defects that are defined by Annex (A, B1, B2, C1 and C2).

Please note that the list of defects used in ePCT is shorter than the list of defects defined in RO/106 in PDF/paper format.

Annex A: about defects of the IA as filed:

ANNEX A

Select Defect(s)
Of the IA as filed [Annex A]

Signature

- Missing signature
- Missing power of attorney
- Other

Other *

Applicant

- Defects in the Name
- Missing address
- Defects in the Address
- Missing nationality
- Missing residence
- Further observations

Defects in the Name *

Defects in the Address *

Further observations *

Language

- The Request is not in Russian, English
- The text of the Drawings is not in Russian
- The Abstract is not in Russian

Title

- Not indicated on the Request
- Title not indicated at the top of the first sheet of the Description
- Titles on the Request and on the Description are different

Abstract

- Missing Abstract

Annex A: about defects of the translation of the IA:

ANNEX A

Select Defect(s)
Of the IA translation [Annex A]

Of the IA translation [Annex A]

- The text of the Drawings is not in Russian
- The Abstract is not in Russian
- Title not indicated at the top of the first sheet of the Description
- Missing Abstract
- Titles on the Request and on the Description are different

Annex B1: Only five possible defects are kept for Request, Description. Claims and Abstract – the selectable defects vary for each section.

ANNEX B

Text Matter [Annex B1] Text Matter of Translation [Annex B2]

Element *

Request

Request

Description

Claims

Abstract

Defect *

The element does not commence on a new sheet

The text matter is not typed or printed

The characters in the text matter on the sheets are less than 0.28 cm high in capital letters

The text matter on the sheets is not in dark, indelible color

The element contains drawings

Use the Add button to enter a defect. To add another defect, use the main button

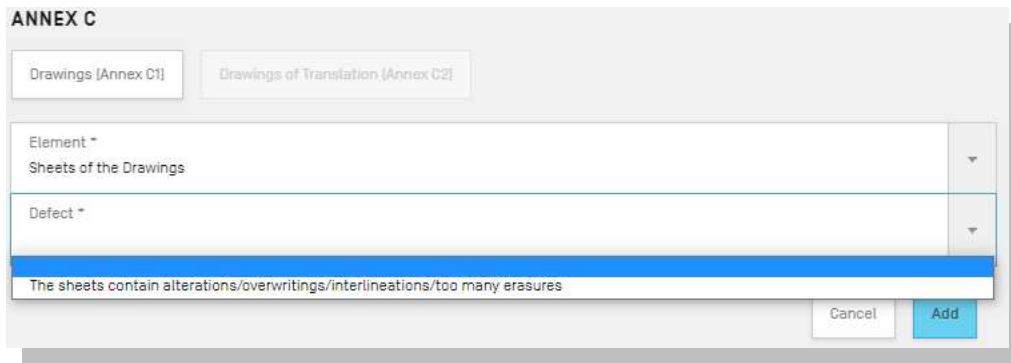
Text Matter [Annex B1]. Users are not allowed to add the same defect twice under the same category.

Defect *

The element does not commence on a new sheet

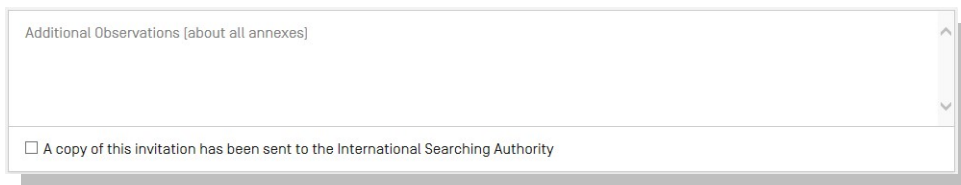
Selected item has already been added.

Annex C1: Defects about Drawings or Sheets of the drawings:



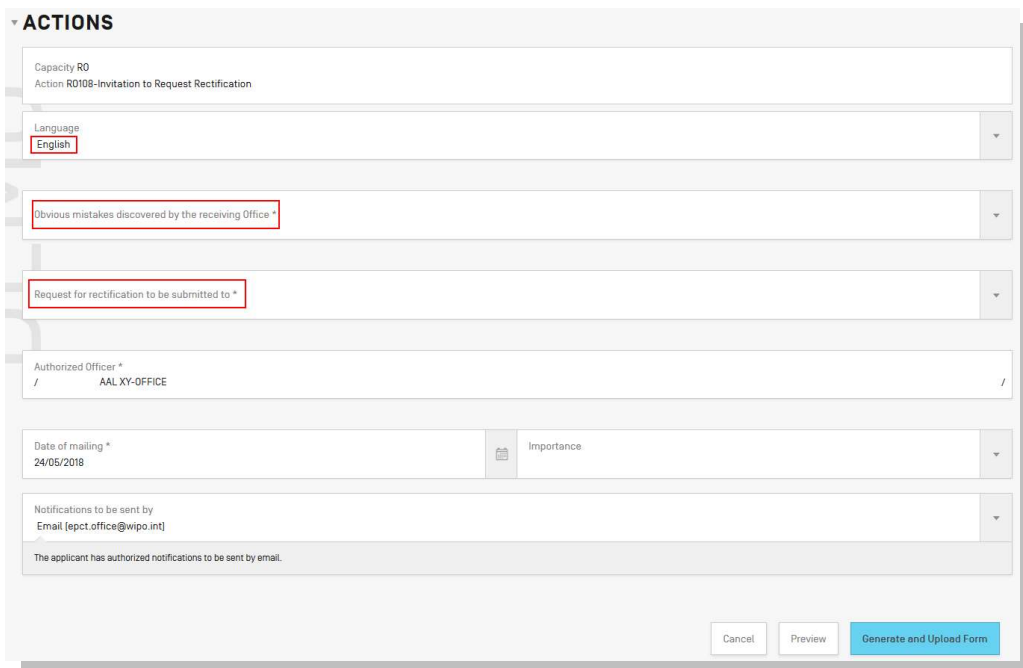
Annexes B2 and C2 contain the list of defects related to translation of the IA. The list of defects is similar to Annexes B1 and C1

Additional Observations: for any additional comment that the Office might have regarding defects mentioned in each annex. This release does not allow Office users to enter 'Further Observations per Annex'. The field 'Additional Observations' can be used by prefixing the text of the observation with the annex number (A, B1, B2, C1 and C2)



RO108-INVITATION TO REQUEST RECTIFICATION

Select Form RO/108 in the Actions drop down list:



Select the language of the form to be generated.

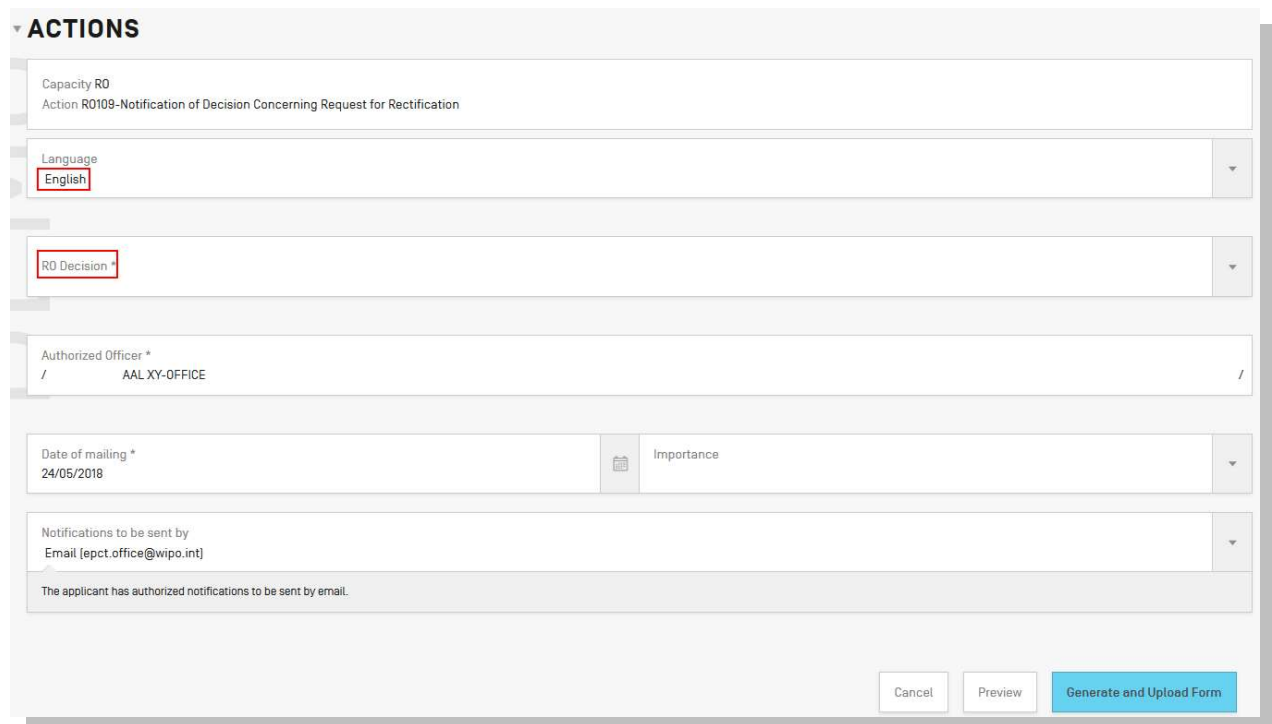
Select, from the dropdown list, the type of 'Obvious mistake' discovered by the receiving Office. The screen should refresh and display further options based on the selection.

Select the party that should receive the request for rectification (RO, ISA or IB).

Preview the form to check that its content is correct and then click the button 'Generate and Upload Form'.

RO109-NOTIFICATION OF DECISION CONCERNING REQUEST FOR RECTIFICATION

Select Form RO/109 in the Actions drop down list:



ACTIONS

Capacity RO
Action RO109-Notification of Decision Concerning Request for Rectification

Language
English

RO Decision *

Authorized Officer *
/ AAL.XY-OFFICE /

Date of mailing *
24/05/2018

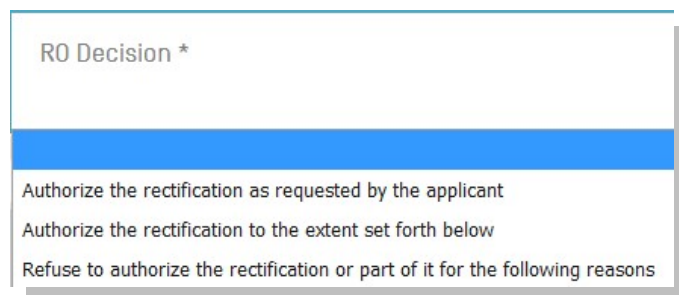
Importance

Notifications to be sent by
Email [epct.office@wipo.int]

The applicant has authorized notifications to be sent by email.

Cancel Preview **Generate and Upload Form**

Select the language of the form and the decision of the receiving Office:



RO Decision *

Authorize the rectification as requested by the applicant

Authorize the rectification to the extent set forth below

Refuse to authorize the rectification or part of it for the following reasons

The screen should refresh and display the fields based on the selected value.

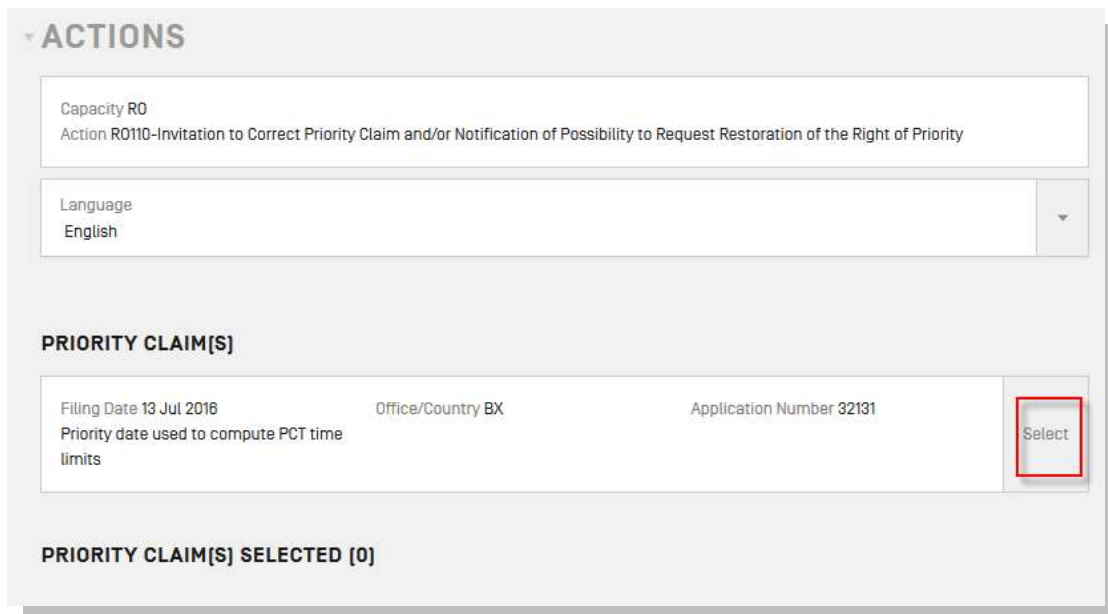
Complete the mandatory fields and preview the form to check that its content is correct.

Click the button 'Generate and Upload Form' to generate the form RO/109.

RO110-INVITATION TO CORRECT PRIORITY CLAIM AND/OR NOTIFICATION OF POSSIBILITY TO REQUEST RESTORATION OF THE RIGHT OF PRIORITY

Select Form RO/110 in the drop down list of Actions.

Once the form is displayed, select the priority claim to be corrected or restored by clicking the button 'Select':



ACTIONS

Capacity R0
Action RO110-Invitation to Correct Priority Claim and/or Notification of Possibility to Request Restoration of the Right of Priority

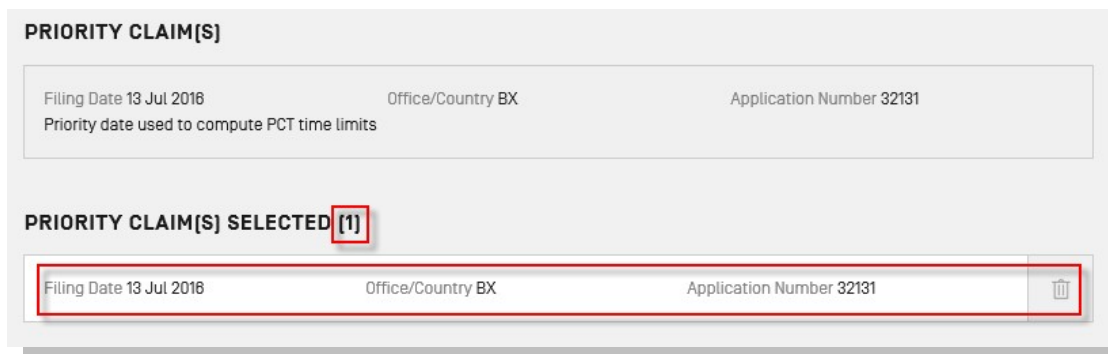
Language
English

PRIORITY CLAIM[S]

Filing Date 13 Jul 2016 Priority date used to compute PCT time limits	Office/Country BX	Application Number 32131	Select
--	-------------------	--------------------------	--------

PRIORITY CLAIM[S] SELECTED [0]

After having selected the priority:



PRIORITY CLAIM[S]

Filing Date 13 Jul 2016 Priority date used to compute PCT time limits	Office/Country BX	Application Number 32131	
--	-------------------	--------------------------	--

PRIORITY CLAIM[S] SELECTED [1]

Filing Date 13 Jul 2016	Office/Country BX	Application Number 32131	
-------------------------	-------------------	--------------------------	--

You can proceed with the completion of the RO/110 form check boxes:

- Defects in the priority claims

DEFECTS IN THE PRIORITY CLAIM[S]

1. Failure to Comply with the Requirements of Rule 4.10

a. National application

National application:

- Filing date missing
- Filing date earlier than 12 months from the international filing date
- Application number missing
- Country missing
- Country invalid – not member of Paris Convention or WTO

Regional application:

- Filing date missing
- Filing date earlier than 12 months from the international filing date
- Application number missing
- Regional Office missing
- Not a valid regional Office
- Not member of Paris Convention or WTO Indicated

International application:

- Filing date missing
- Filing date earlier than 12 months from the international filing date
- Application number missing
- Receiving Office missing

b. Regional application

- Missing indication of the filing date of the earlier application.
- Filing date indicated for the earlier application does not fall within the period of 12 months filing date.¹
- Missing indication of the number of the earlier application.²
- Missing indication of the country party to the Paris Convention for the Protection of Industrial Property of a Member of the World Trade Organization that is not party to that Convention, in which the application was filed.
- The country indicated is neither a party to the Paris Convention for the Protection of Industrial Property of the World Trade Organization.

c. International application

- Missing indication of the filing date of the earlier application.
- Filing date indicated for the earlier application does not fall within the period of 12 months filing date.¹
- Missing indication of the number of the earlier application.²
- Missing indication of the receiving Office with which it was filed.

- Defects in the priority claims:

INCONSISTENCIES BETWEEN REQUEST FORM AND PRIORITY DOCUMENT[S]

Filing date does not match

The request indicates *

The priority document indicates *

2. Inconsistency with the Corresponding Indications in the Priority Document¹

a. Inconsistency with regard to the filing date of the earlier application:

The request indicates: [redacted]

The priority document indicates: [redacted]

b. Inconsistency with regard to the number of the earlier application:

The request indicates: [redacted]

The priority document indicates: [redacted]

c. Inconsistency with regard to the country party to the Paris Convention for the Protection of Industrial Property of a Member of the World Trade Organization in which the national application was filed:

The request indicates: [redacted]

The priority document indicates: [redacted]

d. Inconsistency with regard to the authority entrusted with the granting of regional patents patent treaty:

The request indicates: [redacted]

The priority document indicates: [redacted]

e. Inconsistency with regard to the receiving Office with which the international application was filed:

The request indicates: [redacted]

The priority document indicates: [redacted]

Application number does not match

The request indicates *

The priority document indicates *

Country does not match

The request indicates *

The priority document indicates *

Regional office does not match

The request indicates *

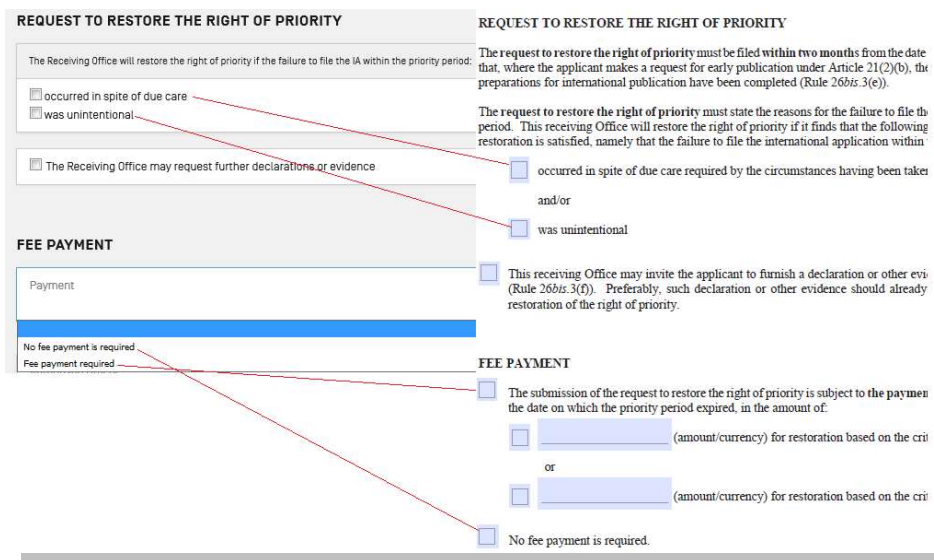
The priority document indicates *

Receiving office does not match

The request indicates *

The priority document indicates *

Request to restore the right of priority and fee payment:

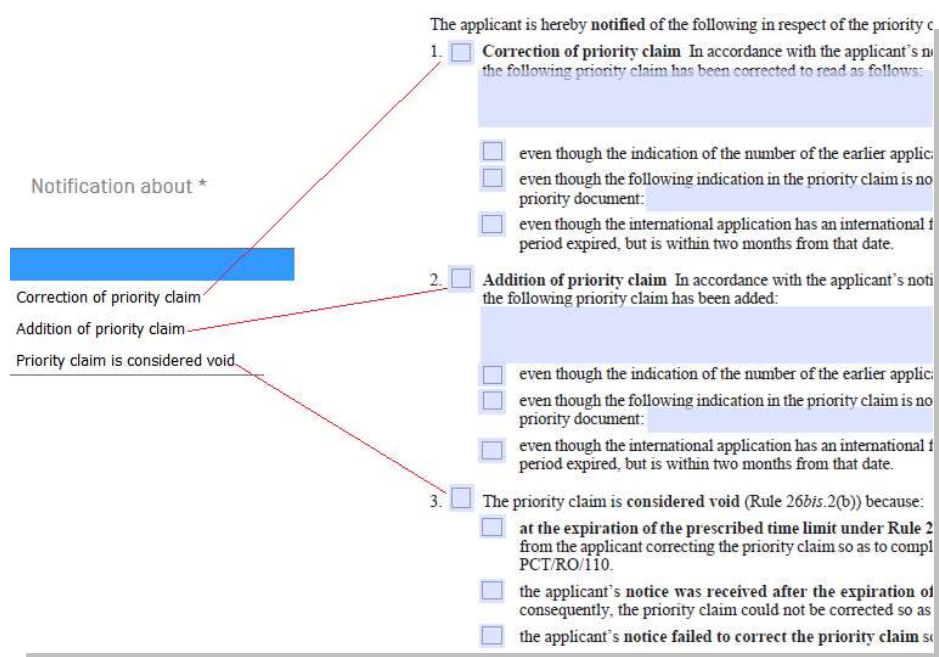


Once the form is complete, click Preview button to view the draft form RO/110 before generating and uploading it into the system.

RO111-NOTIFICATION RELATING TO PRIORITY CLAIM

Select Form RO/111 in the drop down list of Actions.

Once the form is displayed, select from the dropdown list the purpose of the notification:

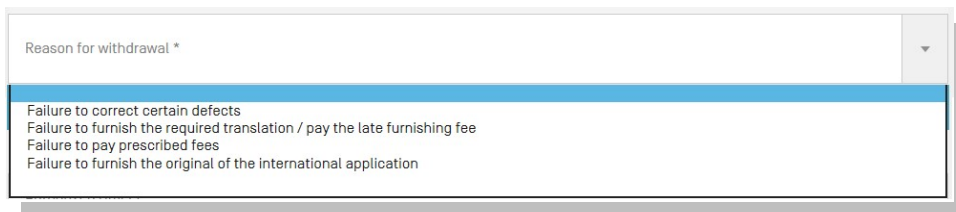


Based on the selected option, the system displays the corresponding fields and boxes.

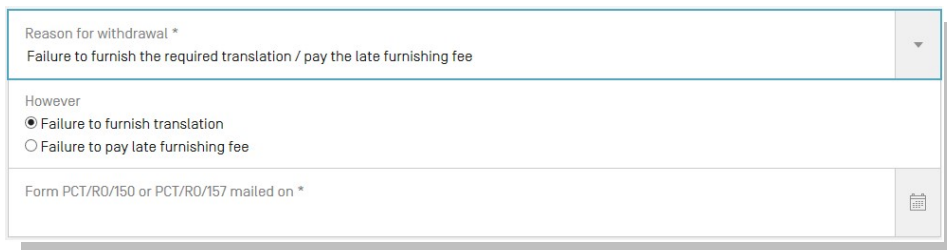
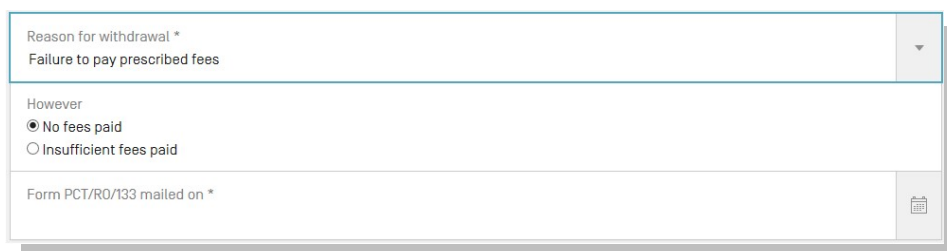
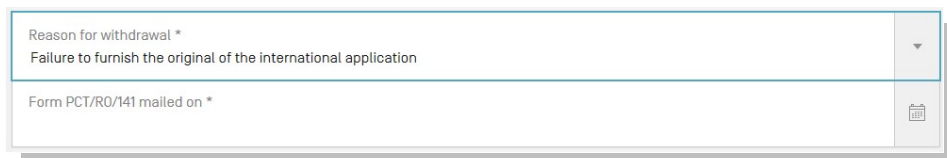
Once the form is complete, click Preview button to view the draft form RO/111 before generating and uploading it into the system.

RO117-NOTIFICATION THAT IA CONSIDERED TO BE WITHDRAWN

Select Form RO/117 in the drop down list of Actions:



Reason for Withdrawal: the reasons are listed in the dropdown list. User must indicate the date of the Forms sent.

RO123 NOTIFICATION CONCERNING REPRESENTATION

Select Form RO/123 in the drop down list of Actions.

Once the form is displayed,

- select from the dropdown list the name of the document received
- select the recipient to whom a copy will be sent (ISA or IB), and
- Attach the relevant document to be sent with the form.

▼ ACTIONS

Capacity RO
Action RO123-Notification Concerning Representation

Language
English

NAME OF THE DOCUMENT RECEIVED

Name of the document received *

NOTIFICATION AND COPY OF THE DOCUMENT SENT TO

Notification and copy of the document sent to *

International Searching Authority (ISA)
 International Bureau, to record a change under Rule 92bis.1(a)(ii)

ATTACH DOCUMENT [MANDATORY]

Document Type

Attach document Add document [.pdf]

Authorized Officer *
/ Peter Waring /

Date of mailing *
28/05/2021 Importance

Notifications to be sent by
Paper [local print]

Cancel Preview Generate and Upload Form

Attach the document received and click Preview button to see the draft RO/123 before generating and uploading the form into the file. Print the form for sending to the ISA and/or IB as applicable.

RO126-NOTIFICATION CONCERNING LATER SUBMITTED SHEETS NOT FOR INCORPORATION BY REFERENCE

Select Form RO/126 in the drop down list of Actions.

Once the form is displayed:

- indicate the date of receipt of the later submitted parts,
- select the decision text from the dropdown list, and
- indicate if a copy of the notification has been sent to the ISA

▼ ACTIONS

Capacity RO
 Action RO128-Notification Concerning Later Submitted Sheets not for Incorporation by Reference

Language
 English ▼

Later submitted parts received on * 📅

Decision * ▼

A copy of this invitation has been sent to the International Searching Authority

Authorized Officer *
 / Peter Waring /

Date of mailing * 📅 Importance ▼
 26/05/2021

Notifications to be sent by
 Paper (local print) ▼

Cancel
Preview
Generate and Upload Form

Once completed, press 'Generate and Upload' form and print for sending to the applicant and ISA if applicable.

RO132-COMMUNICATION IN CASES FOR WHICH NO OTHER FORM IS APPLICABLE

Select the Form RO/132 in the drop down list of Actions, the following screen is displayed:

ACTIONS

Capacity R0
Action R0132-Communication in Cases for Which No Other Form Is Applicable

Language
English

Select recipient
Applicant

Reply due *

Communication *

ATTACH DOCUMENT [OPTIONAL]

Attach document

Authorized Officer *
/ AAL XY-OFFICE /

Date of mailing *
01/12/2017

Importance

Notifications to be sent by
Email (mladen.mitic@wipo.int)

The applicant has authorized notifications to be sent by email.

Select the recipient:

Select recipient

Applicant

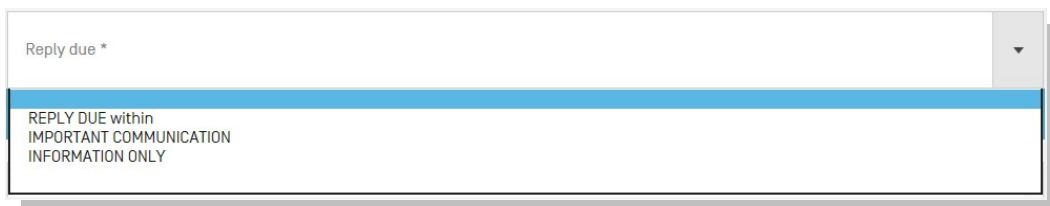
Applicant

IB

ISA

Other

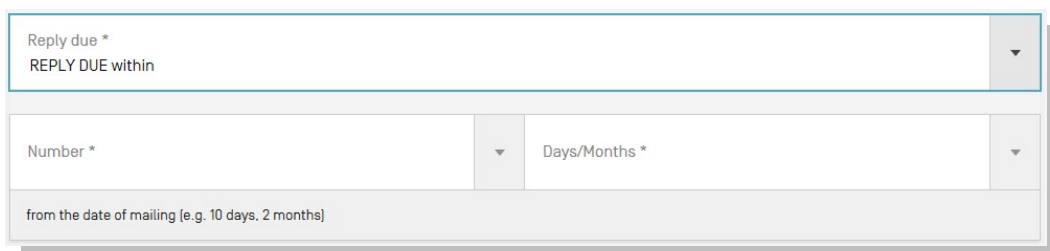
If the recipient is Applicant, IB or ISA:



Reply due *

REPLY DUE within
IMPORTANT COMMUNICATION
INFORMATION ONLY

Reply due within: Select this option and enter the number of days or months (e.g. 10 days or 2 months) from the date of mailing during which the reply must be received.



Reply due *

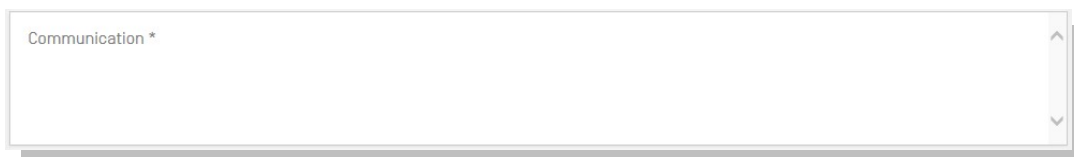
REPLY DUE within

Number *

Days/Months *

from the date of mailing [e.g. 10 days, 2 months]

Important communication / Information Only: two options indicating whether the communication is important or for information only.



Communication *

Communication: this field is mandatory and it is limited to 2000 characters.

If the recipient is other, the system displays new fields allowing the user to enter the details of the recipient, complete the remaining field and then generate the Form RO/132.

Select recipient Other
Name *
Street Address *
Country *
Postal Code *
City *
Reply due *
Communication *

RO133-INVITATION TO PAY PRESCRIBED FEES TOGETHER WITH LATE PAYMENT FEE

Select Form RO/133 in the drop down list of Actions.

The screen shows by default the fee amounts due and allows you to enter the amount received, the balance is automatically calculated. The section 'Late Payment Fee' shows three radio buttons corresponding to the options:

- 50% of total unpaid fees
- Transmittal fee
- 50% of international filing fee

The 'Manage Fees' button allows you to edit the fee details if necessary and then you can prepare the RO/102 and generate it.

▼ Transmittal fee	Amount Due CNY 500	Amount Paid CNY 0 Balance CNY 500
▼ Search fee	Amount Due USD 315	Amount Paid USD 0 Balance USD 315
▼ International filing fee	Amount Due USD 1,367	Amount Paid USD 0 Balance 1,367
Total Due CNY 500	Total Paid CNY 0	Balance CNY 500
Total Due USD 1,682	Total Paid USD 0	Balance USD 1,682

Manage Fees

Currency: CNY Amount received by RO: 0.0

Other observations:

Late Payment Fee

The amount of the late payment fee corresponds to:

- 50% of total unpaid fees
- the transmittal fee [minimum amount of the late payment fee]
- 50% of the international filing fee, not taking into account any fee for each sheet of the international application in excess of 30 sheets [maximum amount of the late payment fee]


The amounts and the boxes will be automatically reflected in the rendered form RO/133.

Other observations free text field allows you to enter your observations, if necessary; they will be reflected on the generated Form.

RO136-NOTIFICATION OF WITHDRAWAL

Select Form RO/136 in the drop down of Actions.


The following screen is shown by default:

Notice received from the applicant on *	
Withdrawal of the International Application	▼
Withdrawal of the International Application Withdrawal of the following designations of states Withdrawal of the Priority Claim[s]	
ATTACH DOCUMENT [OPTIONAL]	
Document Type	▼
Withdrawal Withdrawal of International Application Withdrawal of priority claim Withdrawal of designation[s] Power of Attorney	
Attach document	<input type="button" value="Add Document [.pdf]"/>
<input type="checkbox"/> A copy of this invitation has been sent to the International Searching Authority	

- Enter the date on which your office has received the notice from the applicant
- Select one of the three options concerning the withdrawal (withdrawal of the IA, withdrawal of Designated States or withdrawal of the priority claim(s))

Withdrawal of Designated States

Click on Choose specific designations. The list of Designated States will be displayed, select the one(s) to be withdrawn.

Notice received from the applicant on *	
24/03/2017	
Withdrawal of the following designations of states	▼
Designations	
None	<input type="button" value="Choose specific designations"/>

Designations
None Deselect all

National Designations

AE	AG	AL	AM	AO	AT	AU	AZ	BA	BB	BG	BH	BN	BR	BW	BY	BZ	CA	CH	CL	CN	CO	CR	CU
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CZ	DE	DJ	DK	DM	DO	DZ	EC	EE	EG	ES	FI	GB	GD	GE	GH	GM	GT	HN	HR	HU	ID	IL	IN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IR	IS	JP	KE	KG	KH	KN	KP	KR	KW	KZ	LA	LC	LK	LR	LS	LU	LY	MA	MD	ME	MG	MK	MN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MW	MX	MY	MZ	NA	NG	NI	NO	NZ	OM	PA	PE	PG	PH	PL	PT	QA	RO	RS	RU	RW	SA	SC	SD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SE	SG	SK	SL	SM	ST	SV	SY	TH	TJ	TM	TN	TR	TT	TZ	UA	UG	US	UZ	VC	VN	ZA	ZM	ZW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

African Regional Intellectual Property Organization (ARIPO)

BW	GH	GM	KE	LR	LS	MW	MZ	NA	RW	SD	SL	ST	SZ	TZ	UG	ZM	ZW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eurasian Patent Office (EAPO)

AM	AZ	BY	KG	KZ	RU	TJ	TM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

European Patent Office (EPO)

AL	AT	BE	BG	CH	CY	CZ	DE	DK	EE	ES	FI	FR	GB	GR	HR	HU	IE	IS	IT	LT	LU	LV	MC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MK	MT	NL	NO	PL	PT	RO	RS	SE	SI	SK	SM	TR											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											

African Intellectual Property Organization (OAPI)

BF	BJ	CF	CG	CI	CM	GA	GN	GQ	GW	KM	ML	MR	NE	SN	TD	TG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At least one must be selected; it is not possible to select All Designations. Validations are running to prevent these errors.

Designations
All



All Designations have been selected - limit your selection to specific designations only.

Designations
None

At least one designation must be selected


Withdrawal of Priority Claim(s)

The Priority claims will be displayed, select the one(s) to be withdrawn.

Notice received from the applicant on *			
24/03/2017			
Withdrawal of the Priority Claim[s]			▼
PRIORITY CLAIM[S]			
Office/Country GR	Application Number 123456789	Filing Date 23 Mar 2016	Select
PRIORITY CLAIM[S] REQUESTED TO BE WITHDRAWN [1]			
Office/Country US	Application Number 00/123,456	Filing Date 21 Mar 2016	

RO141-INVITATION TO FURNISH ORIGINAL DOCUMENT TRANSMITTED BY ELECTRONIC MEDIA

Select Form RO/141 in the drop down list and click OK. The following screen is shown by default:

Reply due within	
Number *	Days/Months *
▼	▼
from the above date of mailing [e.g. 2 months or 10 days]	
Date of receipt of the document[s] *	
24/03/2017	
	
Document[s] received *	
▼	
<div style="border: 1px solid black; padding: 2px;"> <p>the international application</p> <p>a document purporting to be an international application</p> <p>a document which appears to be/which is/entitled</p> </div>	
<input type="checkbox"/> The original of the document was not furnished within 14 days	

Reply due within: set the number of days or months during which the reply must be received.

Date of receipt of the document(s): date when the Office received the document(s)

Document(s) received: List of received documents

Indication whether the original document was furnished within 14 days

RO146-NOTIFICATION REGARDING CERTAIN CORRECTIONS MADE EX-OFFICIO

Select Form RO/146 in the drop down of Actions. The following screen is shown by default:

EX OFFICIO CORRECTION[S]	
Sheet number[s] [e.g. 1/3, 1-4, 8]	
Request	2
Description	1-5
Claims	7
Drawings	1/5
Other (Specify)	
ATTACH DOCUMENT [MANDATORY]	
Document Type	ex-officio corrections
Attach document *	<input type="button" value="Add Document [.pdf]"/>

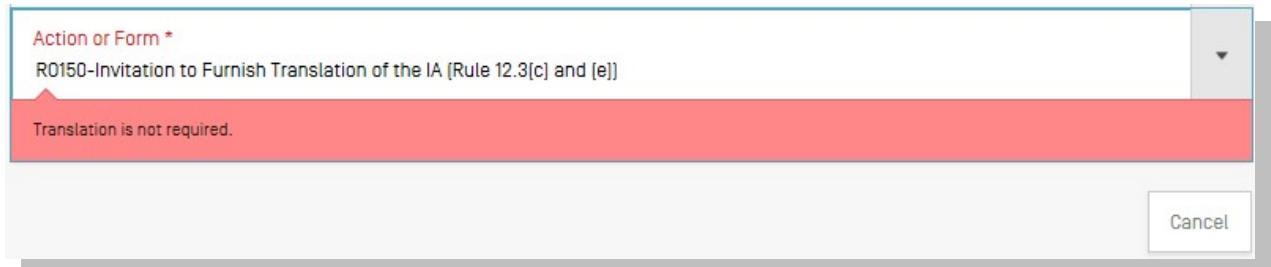
Ex-Officio Corrections: Indicate the page number(s) that were corrected/modified for each document type (request, description, claims, drawings or specify the name of any other document)

Attach the documents 'ex-officio corrections': this step is mandatory. You can attach all corrections as one single document or upload different documents using the same document type 'ex-officio corrections'

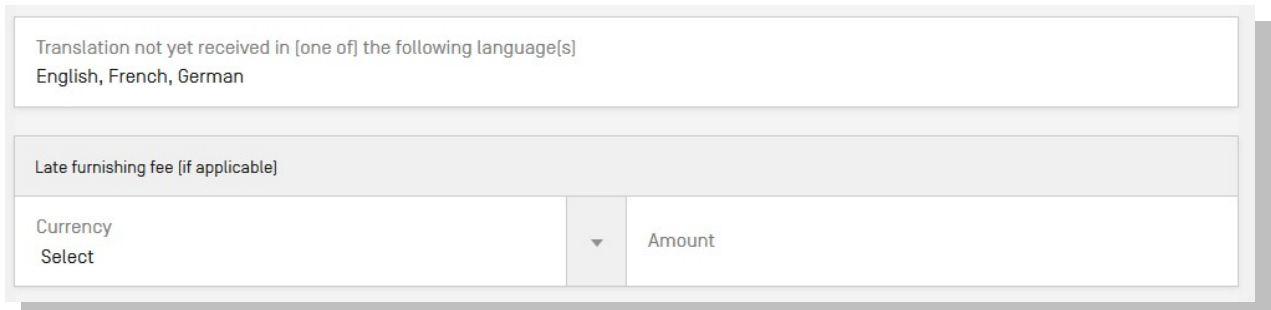
RO150-INVITATION TO FURNISH TRANSLATION OF IA AND TO PAY, LATE FURNISHING FEE

Select the Form RO/150 in the drop down list and click OK.

In case the translation is not required, you will get the following error message:



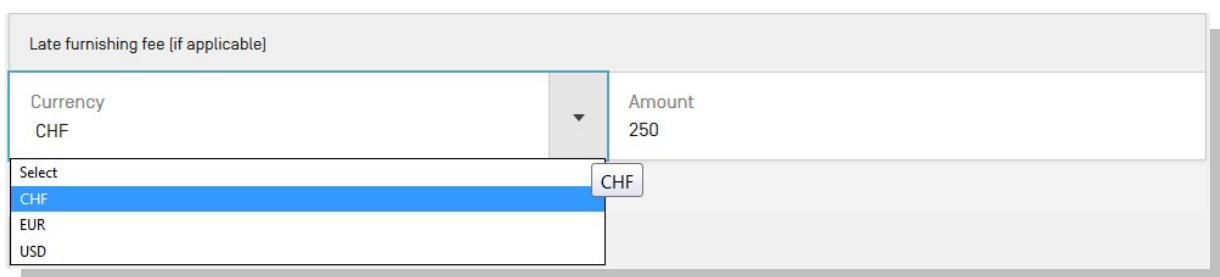
Otherwise, the following screen is displayed:



The following fields are displayed:

Translation not yet received in: the language(s) accepted by the ISA. This field is set by default

Late furnishing Fee (if applicable): shows currencies accepted by the RO



This field is enabled if the translation is not received within the time limit (one month from the date of receipt of the IA).

The following example shows the RO/150 generated after the time limit:

- The language(s) for the required translation

- Option 2.b is ticket because the RO/150 is generated after the time limit
- Date of receipt of the IA is automatically set by the system

1. The applicant is hereby notified that this receiving Office has **not yet received the required translation of the international application** into a language which is all of the following:

- a language accepted by the International Searching Authority that is to carry out the international search; and
- a language of publication; and
- a language accepted by this receiving Office (unless the international application is filed in a language of publication);

that is, into the (or one of the) following language(s):
German , English

2. The applicant is hereby **invited**

a. to furnish the required translation within one month from the date of receipt of the international application (date of receipt: _____);

b. in the event that the required translation is not furnished within the time limit referred to in item 2.a, to furnish that translation

- within one month from the date of mailing of this Invitation or
- within two months from the date of receipt of the international application (date of receipt: **27 December 2011**), whichever expires later,

together with a late furnishing fee of **35 EUR**

3. **Failure to furnish** the required translation and/or, where applicable, to pay the required late furnishing fee within the applicable time limit referred to in item 2.b will result in the international application being considered withdrawn.

A copy of this invitation is being sent to the International Bureau.

RO151-NOTIFICATION OF TRANSMITTAL OF PURPORTED IA TO THE RO/IB AND TO PAY FEE

Select Form RO/151 in the drop down list of Actions.

The screen below shows by default the two main reasons and button Add the transmittal fee is available:

Capacity RO Action RO151-Notification of Transmittal of Purported IA to the RO IB and to pay Fee	
Language English	
Reason This receiving Office is not competent (nationality and residence of the applicant)	
This receiving Office is not competent (nationality and residence of the applicant) The IA is not in a language accepted by this receiving Office The IA sequence listing free text language is not accepted by this receiving Office The IA electronic file format is not accepted by this receiving Office	
* Add	
Authorized Officer * / PT04 ePCT test /	
Date of mailing * 31/05/2022	Importance
Notifications to be sent by Email [tamira.lombardi@wipo.int]	
The applicant has authorized notifications to be sent by email.	

Select one of the two reasons and click on Add button of 'Transmittal fee' before selecting how this fee will be paid.

RO152-INVITATION TO TRANSMITTAL OF PURPORTED IA TO THE RO/IB AND TO PAY FEE

Select Form RO/152 in the drop down list of Actions.

The following screen is shown by default:

Reason for transmitting the IA to IB as receiving Office (optional)
Type the reason here if required

Invite the applicant to authorize the transmittal of the international application to the IB

Invite the applicant to authorize the transmittal of the international application to the IB

The receiving office acknowledges receipt of the authorization of the applicant

TRANSMITTAL FEE

Add

Currency	Amount *
USD	250

Payment method *

To be deducted from any fee paid to the receiving office

To be deducted from any fee paid to the receiving office

To be paid by the applicant within 15 days from the date of mailing

- Enter the reason of transmitting the IA to the IB if required
- Select one of the two options
- Click on Add button of 'Transmittal fee' and select how this fee will be paid under payment method

RO157-INVITATION TO FURNISH TRANSLATION OF THE IA (RULE 12.4(C) AND (E))

Select Form RO/157 in the drop down list of Actions:

Translation not yet received in [one of] the following language[s]
English, French, German

Due

The applicant is invited to furnish required translation within 14 months from the priority date

The applicant is invited to furnish required translation within 14 to 16 months from the priority date together with a late furnishing fee of

The following field is displayed:

Translation not yet received in: list of languages accepted by the ISA with two radio buttons to invite the applicant: either to furnish the required translation within 14 months from the priority date or between 14 and 16 months with a late furnishing fee. (The system selects automatically the right option)

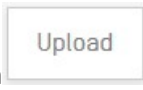
OTHER PCT/RO FORMS

You can also use [‘Other PCT/RO Forms’](#) to access the web page of all PCT forms related to the receiving Office:

FORMS
RO102-Notification Concerning Payment of Prescribed Fees
RO103-Invitation to correct the purported International Application
RO105-Notification of the IA Number and of the International Filing Date
RO106-Invitation to Correct Defects in the International Application
RO110-Invitation to Correct Priority Claim and/or Notification of Possibility to Request Restoration of the Right of Priority
RO111-Notification Relating to Priority Claim
RO117-Notification that International Application Considered to be Withdrawn
RO123-Notification Concerning Representation (PCT Rule 90 and Administrative Instructions, Section 328)
RO132-Communication in Cases for Which No Other Form Is Applicable
RO133-Invitation to Pay Prescribed Fees Together with Late Payment Fee
RO136-Notification of Withdrawal
RO141-Invitation to furnish original Document Transmitted by Electronic Media
RO146-Notification regarding certain Corrections Made Ex Officio
RO150-Invitation to Furnish Translation of the IA (Rule 12.3(c) and (e))
RO151-Notification of Transmittal of Purported IA to the RO IB and to pay Fee
RO152-Invitation to Transmittal of Purported IA to the RO IB and to pay Fee
RO157-Invitation to Furnish Translation of the IA(Rule 12.4(c) and (e))
Other PCT/RO Forms

UPLOADING AND PROCESSING SUBSEQUENTLY FILED DOCUMENTS

Uploading documents is done only through the Documents section for an IA. Open the IA and open



the Documents section. Click on the button

DOCUMENTS

Capacity *
RO

Recipient *
My Office

Date of receipt *
24/03/2017

Current date and time at recipient Office: Friday, 24 March 2017, 11:27 CET

Document Type *

Attach document *

Add Document [.pdf]

The system displays automatically one or more options under ‘Capacity’ and ‘Recipient’, depending on your access role(s), the capacity of your Office for the selected IA (RO, ISA and IPEA) and the status of the IA (e.g. New IA-RO Phase, Not yet published, etc.).

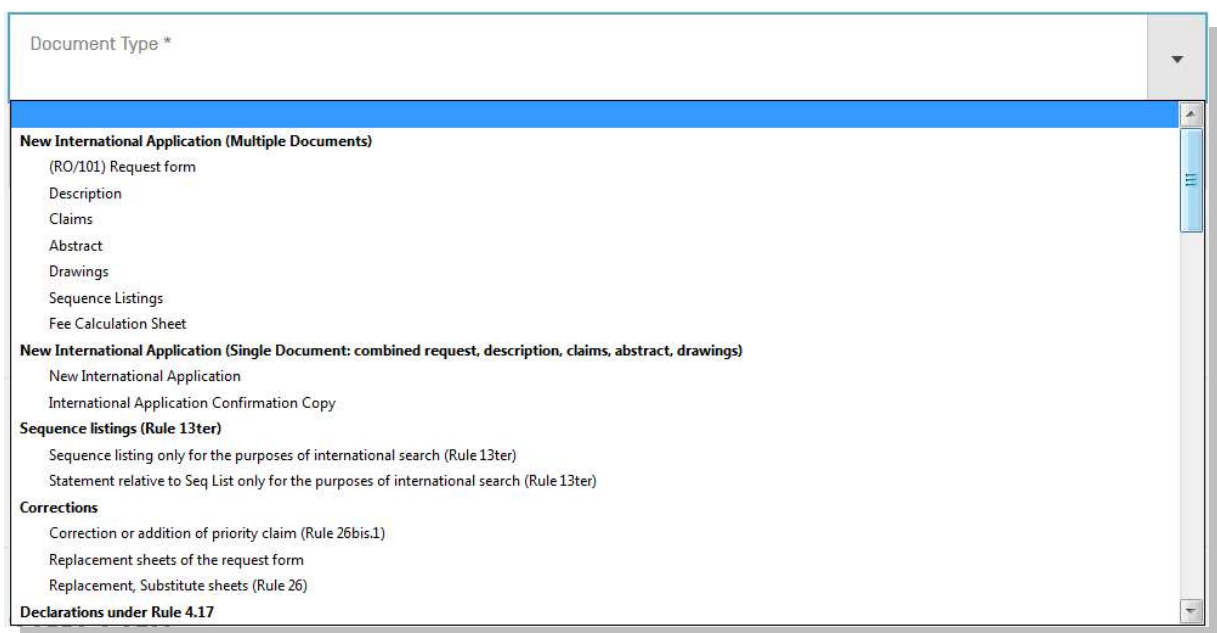
The list of recipients is enabled depending on whether the Office (as recipient) accepts eRouted documents via ePCT. For more information, please refer to Office Profile - section ‘[ePCT processing settings](#)’

Note: If the ISA and the IPEA are not yet defined for the selected IA (e.g. filing type Paper), then the system will not display the radio buttons ISA and IPEA.

Note: Choose the specific capacity in which the document is being uploaded. To upload subsequent documents in a different capacity, choose another role and upload other document types.

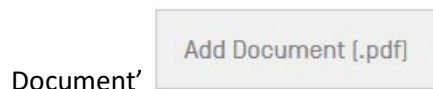
List of document types:

The list of document types changes based on the selected capacity. The following screenshot shows an example of an upload document done by an Office in its capacity as RO to an ISA (as recipient):



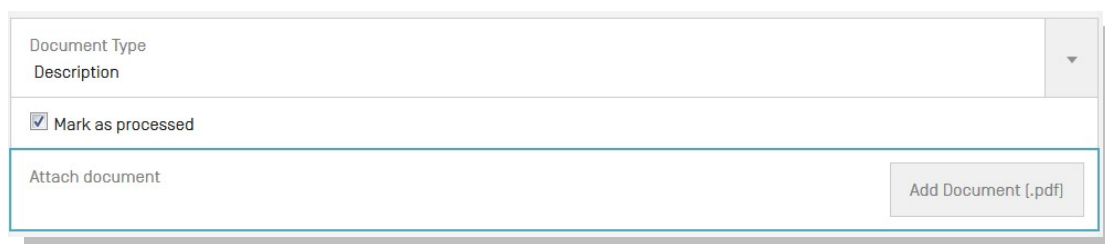
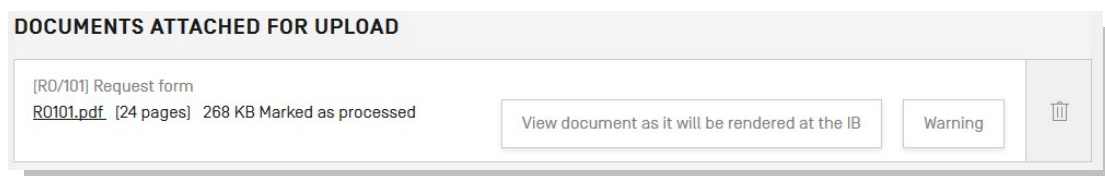
1. Choose first the capacity of your Office (e.g. ISA)
2. Select the recipient (‘My Office’ is selected by default). The list of recipients depends on the status of the IA (e.g. for IAs that are in status ‘New IA – RO Phase’ only ‘My Office’ is proposed as recipient. You will not be able to upload document to the attention of the IB or another office ISA or IPEA before the Record Copy is sent to the IB).

3. Select the right document type from the list of available documents and then click 'Add



Note: In case you do not find the right document type in the proposed list, you can select 'RO Document', 'ISA Document' or 'IPEA Document'.

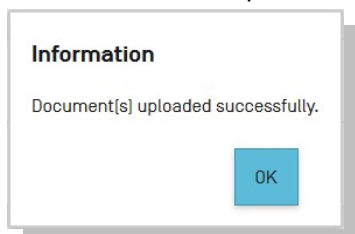
4. Select the PDF document to be uploaded and click 'Open'. The document will appear at the bottom in the list of uploaded documents showing the document type; the File Name and File size:



Documents are uploaded in status "Processed" by default. If for any reason you wish to have the document uploaded in status "Not yet processed", please uncheck the box 'Mark as processed' before attaching the document.

5. Click the 'Upload' button to confirm the upload.

If the document is uploaded successfully, then you will get the following information message:



6. The system refreshes the IA screen and displays the Documents section with the document uploaded in the right recipient sub-section (e.g., if the recipient was ISA, the document is displayed in the sub-section 'Documents for ISA/EP):

▼ DOCUMENTS FOR RO/XY				
<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	[RO/101] Request form [2] 24 pages	RO	Processed	24 Mar 2017

In case the recipient Office has the possibility to process documents in ePCT, a set of actions on documents will be automatically added to the list.

Please refer to the paragraph '[Actions on documents](#)' for more details about how to process and transmit uploaded documents.


Add an Informal Note for the processing team at the IB

If you select IB as recipient when uploading documents, then the system will automatically display the check box

Add informal note

. Please check the box and add a message in case you wish to provide an explanation about uploaded document(s):

DOCUMENTS ATTACHED FOR UPLOAD

Rule 4.17 (i) Declaration of Identity of Inventor
 emsg-en-20160302.pdf [1 page] 77 KB 

Add informal note

Message *
 Please add your message in this box

Authorized Officer *
 / Office User /

Your message will be included in the generated ePCT cover letter:

ePCT Document Upload

ePCT Office Services

IA Number:

PCT/XY2016/030009

International Filing Date:

23 May 2016

TO:

IB

Date at recipient Office:

26 March 2017 21:29:29 CEST

From:

RO/XY - XY

ePCT User:

Riadh Ben Ghachem

Message:

Please add your message in this box

The following document(s) have been uploaded via ePCT Office Services:

- Rule 4.17 (i) Declaration of Identity of Inventor

Authorized

Officer:

/Office User/

Authentication: Secure online access

INTERNATIONAL AUTHORITIES (ISA, IPEA) FUNCTIONS

ACTIONS & FORMS FOR THE ISA

The section 'Actions' allows you to perform a number of actions and to generate ISA forms for a selected IA.

ACTIONS

- Assign to an examiner
- CS&E - Open IA for Collaborative Search and Examination
- CS&E - Upload Peer Contribution on International Search Report
- CS&E - Upload provisional search report and written opinion
- Manage International Patent Classification (IPC)
- Prepare International Search Report (ISA210) and/or Written Opinion (ISA237)
- Prepare Declaration of Non-Establishment of ISR [ISA/203] and/or Written Opinion [ISA/237]
- Record Chapter II Demand
- Upload cited document

FORMS

- ISA202-Notification of Receipt of Search Copy
- ISA205-Notification of Modification of Abstract Approved by International Searching Authority
- ISA206-Invitation to Pay Additional Fees and, Where Applicable, Protest Fee
- ISA212-Notification of Decision on Protest
- ISA213-Notification of Refund of Search Fee
- ISA216-Invitation to Request Rectification
- ISA217-Notification Of Decision Concerning Request for Rectification
- ISA220-Notification of transmittal of the ISR and the WO of the ISA or the declaration
- ISA224-Communication in Cases for Which No Other Form Is Applicable
- ISA225-Invitation to Furnish Sequence Listing and to Pay Late Furnishing Fee
- Other PCT/ISA Forms

Note: the actions for Collaborative Search and Examination (CS&E) are available only in ePCT DEMO environment for a pilot project with IP5 Offices. These Offices are directly informed through a dedicated eForum.

PREPARE INTERNATIONAL SEARCH REPORT (ISA/210) AND WRITTEN OPINION (ISA/237)

This action allows Office users with ISA role to prepare the International Search Report (ISR) and/or the Written Opinion (WOSA):

▼ ACTIONS

Capacity ISA
Action Prepare International Search Report [ISA210] and/or Written Opinion [ISA237]

HISTORY OF SAVED DRAFTS

▶ User Name [XY] Ravi XY Office Date 24 Mar 2017

International Search Report [ISA/210] Written Opinion [ISA/237]

The screen is divided into three parts:

- Common part for ISR and WOSA (i.e. Basis of the report): always shown in the screen
- ISR Specific data: displayed only if the check box International Search Report is ticked
- WOSA specific data: displayed only if the check box Written Opinion is ticked

In the case where an ISA/206 has already been issued, the ePCT Action to create the ISA/210 and the ISA/237 is initialized using the information already transmitted in the ISA/206.

- If the ISA/206 was generated outside ePCT and was uploaded as a PDF file an indication regarding the date the invitation to pay additional fees was uploaded in ePCT is included under the two on-screen checkboxes for preparing the ISA/210 and ISA/237.
- Where the ISA/206 was prepared in ePCT the text under 1.[i] and 1.[ii] of the ISA/206 is automatically inserted in the relevant boxes for the ISA/210 and ISA/237. The examiner has the opportunity to accept the values carried forward or revise them as needed.

COMMON DATA FOR ISR AND WOSA

BASIS OF THE REPORT

Language *	
<input type="radio"/> Same as the filing language <input checked="" type="radio"/> Translation into	
Translation into	English ▼
Language of report	English ▼
<input type="checkbox"/> Rectification of obvious mistakes was taken into account [under Rule 91 [Rule 43.6bis(a)]]	
<input type="checkbox"/> Nucleotide and/or amino acid sequence disclosed in the International Application	

CLASSIFICATION OF SUBJECT MATTER

Subclass D06M 23/08	Version[year.month] 2006.01	Invention NO
<input type="button" value="Add International Patent Classification (IPC)"/>	<input type="button" value="Add National Classification"/>	

Language: the language in which the report and the written Opinion were carried out. User can either select the language of filing or choose the language of the translation.

Language of report: the language of the forms to be generated by the system (ISA/210, ISA/237 and ISA/220 if it has been selected).

Rectification of obvious mistakes: By ticking this box, the user indicates that the ISR has been established taking into account the rectification of an obvious mistake authorized by or notified to the International Authority under Rule 91 (Rule 43.6bis(a))

Nucleotide and/or amino acid sequence disclosed in the International Application: Allows user to indicate how the ISR was carried out taking into account any nucleotide and/or amino acid sequence disclosed in the International application:

<input checked="" type="checkbox"/> Nucleotide and/or amino acid sequence disclosed in the International Application
Nucleotide and/or amino acid sequence disclosed in the International Application *
<input type="checkbox"/> More than one version or copy of a sequence listing has been filed or furnished, the corresponding required statements were furnished
Additional Comments

By ticking, this box user can:

- Select one of the following proposed options corresponding to the nucleotide and/or amino acid sequence disclosed in the International application:

<input checked="" type="checkbox"/> Nucleotide and/or amino acid sequence disclosed in the International Application
Nucleotide and/or amino acid sequence disclosed in the International Application *
Forming part of the international application as filed
Forming part of the international application as filed
Furnished subsequent to the international filing date for the purposes of international search (Rule 13ter.1(a))
Furnished subsequent to the international filing date for the purposes of international search (Rule 13ter.1(a)), accompanied by a statement
This opinion has been established to the extent that a meaningful opinion could be formed without a WIPO Standard ST.26 compliant sequence listing

- Add comments

Classification of the subject matter: This section allows user to add IPC and national classification of the IA. By clicking the button Add located under IPC, user will get the following screen:

CLASSIFICATION OF SUBJECT MATTER

Subclass D06M 23/08 Version[year.month] 2006.01 Invention NO

IPC *		Version[year.month] *	Invention *
[example: D06M 23/08]		[example: 2006.01]	

Enter manually the IPC code or lick on Edit icon to select valid IPC code from a list:

IPC

IPC code A01B 1/00	
Section *	▼
A	
Class *	▼
01	
Subclass *	▼
B	
Main group	▼
1	
Subgroup *	▼
00	

After clicking OK, the system refreshes the version (year, month) automatically.

Select 'YES or NO' from the drop down list to indicate whether it is an invention or not (e.g. EPO uses INV. ADD., JPO users 'i' or 'n' next to the IPC).

Click OK to add the IPC:

IPC *	✎	Version[year.month] *	Invention *
A01B 1/00		2006.01	▼
<small>[example: D06M 23/08]</small>		<small>[example: 2006.01]</small>	YES
			NO
			<input type="button" value="Cancel"/> <input style="background-color: #00a0e3; color: white;" type="button" value="OK"/>

Subclass D06M 23/08	Version[year.month] 2006.01	Invention NO	
Subclass A01B 1/00	Version[year.month] 2006.01	Invention YES	Delete



The button  allows user to delete an IPC.


The National Classification can be added as a free text. Click the button Add and enter the national classification in the text.

National Classification *

|

Cancel OK

Click the button Ok to add the National Classification:

National Classification 2636-2017	
	Delete

PREPARATION OF THE ISR (ISA/210)

The specific section of the ISR contains the following information:

Fields Searched: indicating the minimum documentation searched. The IPC and national classification are automatically refreshed based on the IPC and national classification of the common part of ISR and WOSA (see previous paragraph):

FIELDS SEARCHED

Minimum documentation searched	
International Patent Classification (IPC) A01B 1/00	
International Patent Classification (IPC) D08M 23/08	
International Patent Classification (IPC) A01B 1/00	
National Classification 2636-2017	
National Classification 2636-2017	
International Patent Classification (IPC)	National Classification
Documentation searched other than minimum documentation	
Electronic data base consulted during the international search	

Users have also the possibility to add, as free text, indication(s) related to document searched other than minimum documentation to the extent that such documents are included in the fields searched, and the name of any electronic database consulted during the International Search, as well as search terms used.

The ISR user interface contains also a number of other fields related to claims, unity of the invention, title, abstract, claims, drawings, documents considered to be relevant and the possibility to attach copy of Prior art documents:

Certain claims were found unsearchable

Unity of invention is lacking

DOCUMENTS CONSIDERED TO BE RELEVANT

ATTACH COPY OF PRIOR ART

Attach copy of Prior Art

Certain claims were found unsearchable: by ticking this box, user will have the possibility to specify observations where certain claims were found unsearchable, and indicate the reasons why the ISR has not been established in respect of certain claims under Article 17(2)(a):

<input checked="" type="checkbox"/> Certain claims were found unsearchable
<input checked="" type="checkbox"/> Claims relate to subject matter not required to be searched
Claim Number(s) *
Subject Matter *
<input checked="" type="checkbox"/> Claims relate to parts of the IA that do not comply with the prescribed requirements
Claim Number(s) *
Parts that do not comply with the prescribed requirements *
<input checked="" type="checkbox"/> Claims are dependent and are not drafted in accordance with Rule 8.4(a)
Claim Number(s) *

By selecting a reason, user will be requested to indicate the claim number(s) and the subject matter when required.

Unity of invention is lacking: This section allows user to add observations where unity of invention is lacking (e.g. where the international application contains multiple inventions):

Unity of invention is lacking

Inventions found

All required additional search fees were timely paid

No additional fees to be paid

Only claims for which search fees were paid, ISR covers only some claims...

As required additional fees were not paid, ISR is restricted to the invention first mentioned in the claims...

Remark on Protest

The other check boxes are related to the payment of fees and whether they are already paid or not and whether they are covering all claims or not.

Use the drop down list to select a **‘Remark on Protest’**:

Remark on Protest

- Additional search fees were accompanied by the applicant's protest and the payment of a protest fee
- Additional search fees were accompanied by the applicant's protest but the protest fee was not paid within time limit
- No protest accompanied the payment of additional search fees

Title: allows user to indicate whether the title was approved as submitted by the applicant or not:

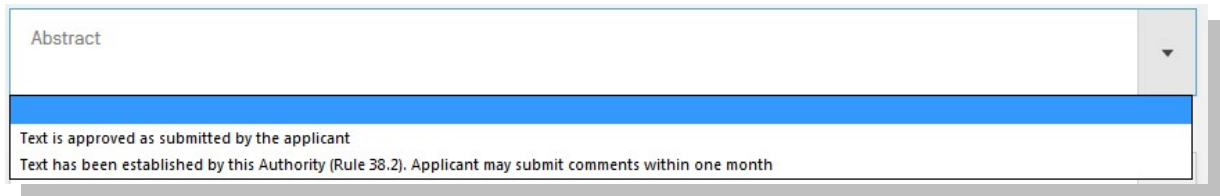
Title

- Text is approved as submitted by the applicant
- Text has been established by this Authority to read as

In case the second option is selected, the original title is proposed in an editable field, allowing ISA user to modify it:



Abstract: allows user to indicate whether the Abstract was approved as submitted by the applicant or not:



In case the second option is selected, the original text of the abstract is proposed in an editable field, allowing ISA user to modify it:



Drawings: user can select from the drop down list the option corresponding to the figure number of the drawings to be published:

Drawings ▼

- Drawings to be published as suggested by the applicant
- Drawings to be published as selected by this Authority, applicant failed to suggest a figure
- Drawings to be published as selected by this Authority, figure better characterizes the invention
- None of the figures is to be published with the abstract

In case the drawing suggested by the applicant is not the one to be published, the ISA user will be requested to specify a drawing number

Drawings ▼

Drawings to be published as selected by this Authority, figure better characterizes the invention

Drawing Number *

5

Documents considered to be Relevant: ISA user can ‘import’ search results from an EPOQUENET session using the Import Citations Button or the ISA User can select from the proposed list of cited documents:

Importing citations from an EPOQUENET Session: the ISA User must save a drawer containing the desired search results from EPOQUENET and then import it into the ePCT documents considered to be relevant section using the ‘Import citations’ button. Pressing the button will launch a file selection dialogue and finishes with imported citations that are not yet valid as the import imports the documents found and now needs the ISA User to edit each citation to add the category, claims and relevant passages using the edit buttons asper the screen:

1 Issue

Please add relevant passage or category and claims

Documents considered to be relevant

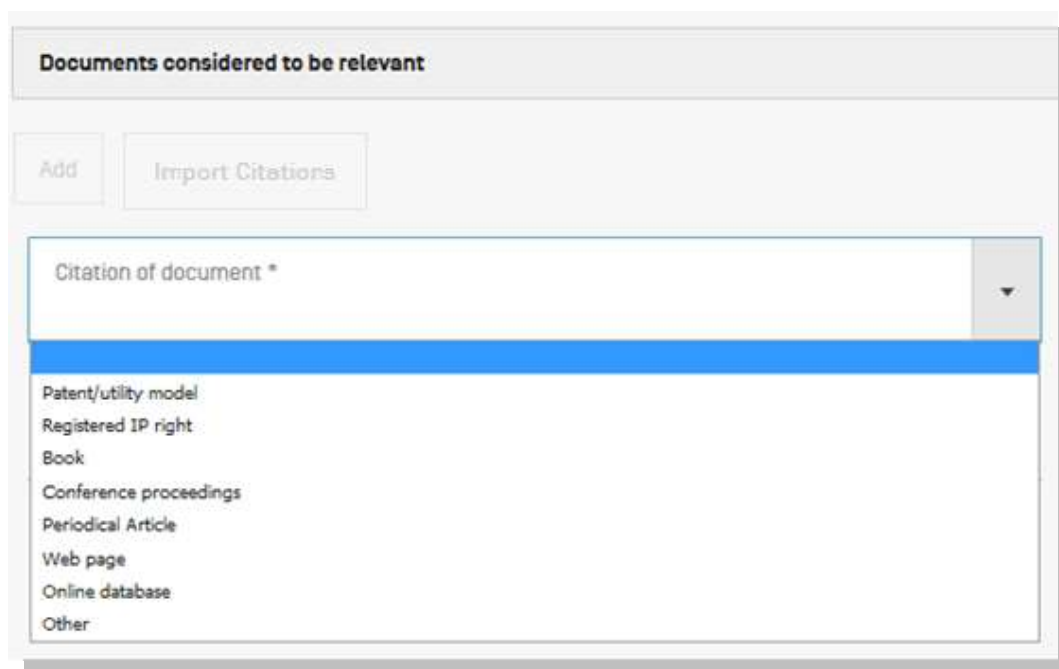
Add

Import Citations

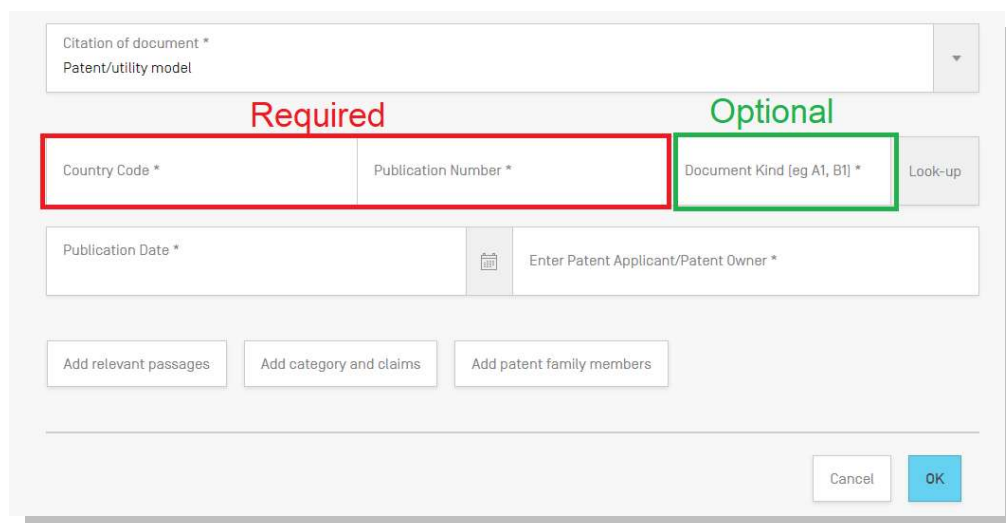
Edit buttons

▶ Citation of document WO 2017052380 A1 [NORDIC CLEAN PUMPS AS [NO]] 30 March 2017 [2017-03-30]	✎
▶ Citation of document US 4271099 A [KUKLA THOMAS S] 02 June 1981 [1981-06-02]	✎
▶ Citation of document GB 218173 A [GEOFFREY WARNER PARR; ROBERT CROUCHER] 22 May 1924 [1924-05-22]	✎
▶ Citation of document CN 103503818 A [JIANGMEN JIANGHAI DISTR JIANNISHI MICROMOTOR FACTORY CO LTD] 15 January 2014 [2014-01-15]	✎

In the case the documents need to be added manually, press the 'Add' button and then select the relevant document type to begin adding the document:



Patent / Utility model:



By choosing this type of document, user will be requested to enter the following information:

- Country code (e.g. JP, EP, WO, US, etc.), Publication number (see below) and optionally the Document Kind (usually either a single letter or a letter and a digit, e.g. A1, A, B, B1, etc.) and then click the button '**Look-up**' to get the bibliographic data and patent family information of the cited document. The patent family information is sourced from ESPACENET. This

function may be used with patent documents imported from EPOQUENET, but it is expected that such imports will include the patent family and bibliographic information.

If the Look-up does not return any value or generates an error, then user can complete the data entry manually by adding the Publication date and applicant or owner.

Notes on the publication number format: for some publication authorities, the publication number format requires that (part of) the document kind code be attached to the number as follows:

- for Japanese publications - JP - an entire kind code (a letter, and possibly/rarely a digit) must be attached to the number, except when the kind code is A, e.g., “2995292B” is used to retrieve JP2995292B1;
- for publications with a country code on the following list: AT, AU, BA, BG, CN, DK, FI, IS, KR, NL, NO, PL, SK, UY, TW, YU, a kind code letter must be attached to the number, except when the kind code is A;
- for publications from all other authorities, a kind code letter must be attached to the number, except when the kind code is either A, B or C;
- for US patent documents, the number of a A1/A2/A9 publication should have the following format: YYYYnnnnnn, i.e. a year followed by 6 digits. In case the complete publication number includes a zero after the year, this zero should be dropped. E.g., for retrieving US2015/0123456A1, the user should enter “2015123456” in the Publication Number field.

Once the above mandatory information are added, user can click on the button ‘Add relevant

passages’



Add relevant passages

Citation of document *
Patent/utility model

Country Code *
FR

Publication Number *
2017010102

Document Kind [eg A1, B1] *
A1

Publication Date *
02/05/2017

Enter Patent Applicant/Patent Owner *
Jean-Pierre

Add relevant passages

Add category and claims

Add patent family members

Most relevant passages or drawings *

Add category and claims

Cancel OK

Enter the most relevant passages or drawings (one or multiple passages for the same relevant claims) and then click on the button 'Add category and claims':

Most relevant passages or drawings *
My most relevant passages [1-3] and [11-50]

Add category and claims

Category *

- X - Document of particular relevance, claimed invention cannot be considered novel or cannot involve an inventive step
- Y - Document of particular relevance, claimed invention cannot be considered for an inventive step when document is combined with one or more other documents
- A - General State of the Art (not of particular relevance)
- E - Earlier application or Patent but published on or after the International Filing Date
- P - Document published prior to the international filing date but later than the priority date claimed
- O - Document referring to an oral disclosure, use, exhibition or other means
- L - Document which may throw doubts on priority claim(s) or other special reason
- T - Later document published after the international filing date or priority date and not in conflict with the application
- G - Document member of the same patent family

Relevant to Claim Number(s) *
1-5, 8

Cancel OK

Select the category (or categories) and relevant claim numbers, and click OK:

Most relevant passages or drawings *
My most relevant passages [1-3] and [1-50]

Category X Relevant to Claim Number(s) 1-5, 8

Add category and claims

Cancel OK

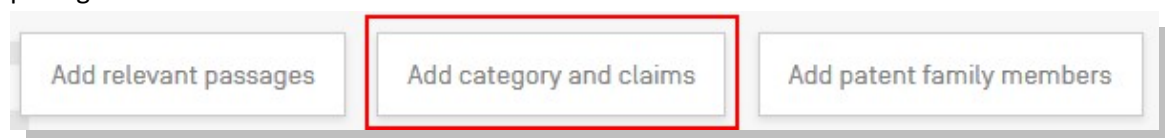


The buttons Delete or Edit are made available to respectively delete or edit category and relevant claims.

Use the button 'Add category and claims' as many times as needed to add other categories and claims for the same relevant passage. Once finished, click OK to associate the relevant passage with its corresponding categories and claims.

Add other relevant passages if needed by using the button 'Add relevant passages'.

The button 'Add category and claims' can be directly used in the case where there are no relevant passages:



Category *

- X - Document of particular relevance, claimed invention cannot be considered novel or cannot involve an inventive step
- Y - Document of particular relevance, claimed invention cannot be considered for an inventive step when document is combined with one or more other documents
- A - General State of the Art (not of particular relevance)
- E - Earlier application or Patent but published on or after the International Filing Date
- P - Document published prior to the international filing date but later than the priority date claimed
- O - Document referring to an oral disclosure, use, exhibition or other means
- L - Document which may throw doubts on priority claim(s) or other special reason
- T - Later document published after the international filing date or priority date and not in conflict with the application
- G - Document member of the same patent family

Relevant to Claim Number(s) *

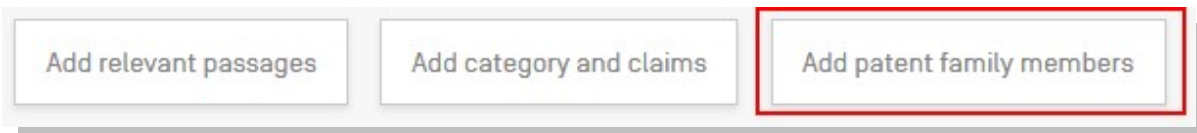
2-4

Cancel OK

Each cited document can be edited or deleted by using the right buttons:



The button 'Add patent family members' allows user to add patent family members of a cited document:



After clicking the button, the following screens in shown:

Country Code *	Publication Number *
Document Kind (eg A1, B1) *	Publication Date *

Enter mandatory data (country code, publication Number, document kind code and publication date) and then click OK. The patent family member is added to the list:

▶ Citation of document FR 2017010102 A1 (Jean-Pierre) 02 May 2017 [2017-05-02]

Citation of document *
Patent/utility model

Country Code *	Publication Number *	Document Kind (eg A1, B1) *	Look-up
FR	2017010102	A1	

Publication Date *
02/05/2017

Enter Patent Applicant/Patent Owner *
Jean-Pierre

▶ Relevant passage My most relevant passages [1-3] and [1-50]	Category X	Relevant to Claim Number(s) 1-5,8	🗑️	✎
Category Y		Relevant to Claim Number(s) 2-4	🗑️	✎
Patent family member(s) US US2017001234 A1		Publication Date 01/06/2016	🗑️	✎

Attaching Copy of Prior Art: by ticking this box, user can add a cited document transmitted by ISA as 'Prior Art of cited document':

- Select the document type and click the button add document

ATTACH COPY OF PRIOR ART

<input checked="" type="checkbox"/> Attach copy of Prior Art	
Document Type	▼
Attach document *	Add Document [.pdf]

PREPARATION OF THE WOSA (ISA/237)

The Written Opinion specific section contains the following items:

WRITTEN OPINION (ISA/237)

<input type="checkbox"/> Priority [Box No. II]
<input type="checkbox"/> Non-establishment of opinion with regard to novelty, inventive step and industrial applicability [Box No. III]
<input type="checkbox"/> Lack of unity of invention [Box No. IV]
<input type="checkbox"/> Reasoned statement under Rule 43 <i>b/s</i> .1[a](i) with regard to novelty, inventive step, and industrial applicability; citations and explanations supporting such statement [Box No. V]
<input type="checkbox"/> Certain documents cited [Box No. VI]
<input type="checkbox"/> Certain defects in the international application [Box No. VII]
<input type="checkbox"/> Certain observations on the international application [Box No. VIII]

The information corresponding to Box No I (Basis of this opinion) of the form ISA/237 is included in the common part of the ISR and WOSA.

Priority: This information corresponds to Box No II of the form ISA/237. By ticking this box, two radio buttons are displayed allowing user to mention on which basis the written opinion was established:

- On the assumption that the relevant date is the claimed priority date

Or,

- As if no priority has been claimed (invalid priority claim)

WRITTEN OPINION [ISA/237]

Priority [Box No. II]

Priority *

The validity of the priority claim has not been considered. This opinion has been established on the assumption that the relevant date [Rules 43bis.1 and 84.1] is the claimed priority date.

This opinion has been established as if no priority had been claimed [invalid priority claim]. For this opinion, the international filing date indicated above is considered to be the relevant date.

Additional observations, if necessary

Additional observations can be added as free text.

Non-establishment of opinion with regard to novelty, inventive step and industrial applicability:
by ticking this box, user gets the following screen

Non-establishment of opinion with regard to novelty, inventive step and industrial applicability [Box No. III]

Non-establishment of opinion with regard to novelty, inventive step and industrial applicability *

Select

Select

In respect of the entire international application

Only for claims number(s)

Reason[s]
<input checked="" type="checkbox"/> the said international application, or the said claims number[s]
Claim Number[s]
relate to the following subject matter which does not require an international search [specify]
<input checked="" type="checkbox"/> the description, claims, drawings or said claims number[s]
Claim Number[s]
are so unclear that no meaningful opinion could be formed [specify]
<input checked="" type="checkbox"/> the claims, or said claims number[s]
Claim Number[s]
are so inadequately supported by the description that no meaningful opinion could be formed [specify]
<input checked="" type="checkbox"/> no international search report has been established for said claims number[s]
Claim Number[s]

A drop down list offering two options, allowing user to mention whether the claimed invention to be novel or to be industrially applicable have not been examined in respect of the entire application or only on a limited number of claims, and to provide the reason(s).

Further details can also be provided as free text.

Lack of unity of invention:

Lack of unity of invention (Box No. IV)

Applicant's response to the invitation to pay additional fees [PCT/ISA/206] *

Select

Paid
 Paid under protest including the protest fee where applicable
 Paid under protest but the applicable protest fee was not paid
 Did not pay
 Applicant is not invited to pay additional fees (Unity of invention is not complied with)

Compliance with the requirement of unity of invention *

Select

Complied with (in accordance with Rule 13.1, 13.2, 13.3)
 Not complied with (in accordance with Rule 13.1, 13.2, 13.3)

This opinion has been established in respect of *

all parts of the international application
 the parts relating to claims number[s]

This screen allows user to indicate the applicant's response to the invitation (ISA/206) to pay additional fees. As shown in the following list, five possible responses are proposed in the drop down list:

Paid
 Paid under protest including the protest fee where applicable
 Paid under protest but the applicable protest fee was not paid
 Did not pay
 Applicant is not invited to pay additional fees (Unity of invention is not complied with)

A second drop down list allows user to select one of the two options (Compliance or non-compliance in accordance with Rules 13.1, 13.2 and 13.3) with the requirement of unity of invention:

Complied with (in accordance with Rule 13.1, 13.2, 13.3)
 Not complied with (in accordance with Rule 13.1, 13.2, 13.3)

Select one of the options to indicate whether the opinion has been established in respect of all parts of the IA or only the parts relating to certain claims:

This opinion has been established in respect of *

all parts of the international application
 the parts relating to claims number[s]

Claim Number[s] *


Reasoned statement under Rule 43bis.1(a)(i) with regard to novelty, inventive step and industrial applicability; citations and explanations supporting such statement:

Reasoned statement under Rule 43*bis*.1[a][i] with regard to novelty, inventive step, and industrial applicability: citations and explanations supporting such statement [Box No. V]

Claims [example: 1, 3-8, NONE or leave blank]

Novelty [N]	Novelty [N]
Yes	No
Inventive step [IS]	Inventive step [IS]
Yes	No
Industrial applicability [IA]	Industrial applicability [IA]
Yes	No

Citations and explanations

B *I* U \times_2 \times^e  **SC** ← Standardized clauses

Mention which claim(s) corresponds (Yes) or not (No) to which reasoned statement. The value 'NONE' can be used.

The button 'SC' (standardized Clauses) allows examiners to select a standard text from a proposed list of standardized clauses in different languages.

A dropdown menu within the SC (Standardized Clauses) window allows the selection of different languages by examiners (EN, FR, ES, PT, RU, CN, and AR). By default, the pre-selected language appearing upon opening the SC window is the language of the written opinion (Chapter I) or the language of the report (Chapter II) indicated in Box I. Click the button 'SC' to open the list:

SELECT STANDARDIZED CLAUSE

Languages	
English	
Arabic	
English	
Spanish	
French	
Russian	
Portuguese	
Chinese	
VIII02	The description does not disclose the invention in a manner sufficiently clear and complete to be carried out by a person skilled in the art. [Add explanation]
VIII03	Claim(s) \$(claims) do(es) not comply with PCT Article 8.
VIII04	The description indicates [describe missing essential feature(s)] on page(s) \$(pages) to be an essential feature of the invention, but this feature is not recited in claim(s) \$(claims).
VIII05	The description indicates on page(s) \$(pages) that [describe missing essential feature(s)] materially affects the way the invention is performed and is therefore essential. This feature is not recited in claim(s) \$(claims).
VIII08	Claim(s) \$(claims) is/are not fully supported by the description. Specifically [describe missing element] is not present in the description.
VIII07	Claim(s) \$(claims) describe(s) a range which is out of the operative range disclosed in the description on page(s) \$(pages).
VIII08	Claim(s) \$(claims) include(s) a broad statement that includes all possible means without qualification for solving the problem of the inventor. This/These claim(s) therefore merely re state(s) the problem or the desired result.
VIII09.a	Claim(s) ... is/are not concise.
VIII09.b	Claim(s) \$(claims) are not concise. The number of claims shall be reasonable in consideration of the nature of the invention. Rule 8.1(a).
VIII10	Claim(s) \$(claims) are not concise. The claims are identical or are so close in content that these claims address the same subject matter.
VIII11	Claim(s) \$(claims) is/are not clear. The term/expression [describe term/expression] is not clear from the description.
VIII12	Claim(s) \$(claims) is/are not clear. The term/expression [describe term/expression] is used in the claim(s) to mean [en] which does not have a well recognized meaning in the art.
VIII13	Claim(s) \$(claims) is/are not clear. The term/expression [describe term/expression] is ambiguous.

Click on a row to get the text copied in the field 'Citations and Explanations'.

Several Standardized Clauses can be added in the same field and in the right position where the user has placed the mouse cursor.

Certain documents cited:

Certain documents cited [Box No. VI]

CERTAIN PUBLISHED DOCUMENTS [RULES 43BIS.1 AND 70.10]

Add Add E and P category patent documents from ISR



NON-WRITTEN DISCLOSURES [RULES 43BIS.1 AND 70.9]

Add

Click the button **Add** to add certain published documents:

Add Add E and P category patent documents from ISR

Certain published documents [Rules 43bis.1 and 70.10]

Application No. or Patent No. *	Filing Date *	
Publication Date *	Priority date [valid claim] *	

Cancel OK



Enter the application or patent number, publication date, filing date and priority date then click OK. The published document is added to a list.

Click the button **Add** to add non-written disclosures:

NON-WRITTEN DISCLOSURES [RULES 43BIS.1 AND 70.9]

Add

Non-written disclosures [Rules 43bis.1 and 70.9]

Kind of non-written disclosure *	Date of non-written disclosur...		Date of written disclosure ref...	
----------------------------------	----------------------------------	---	-----------------------------------	---

Cancel OK

Certain defects in the international application: User can mention as free text other defects in the IA

Certain defects in the international application [Box No. VII]
 Certain defects in the international application *

Certain Observations on the international application: User can add as free text certain observations on the IA:

Certain observations on the international application [Box No. VIII]

B I U x₂ x² 🖼️ SC ← **Standardized Clauses**

The Button 'SC' allows user to pick one or more from a list standardized clauses corresponding to box VIII of the written opinion.

PREVIEW ISR AND WOSA

User can click the buttons Preview ISA/210 and Preview ISA/237 to preview the ISR and WOSA before generating the final documents.

Some data must be entered before previewing the ISR (ISA/210) and WOSA (ISA/237): IPC and Fields Searched and Documents considered to be relevant.

SAVE DRAFT ISR AND WOSA

ISA users have the possibility to save draft ISR and/or WOSA. The data is saved and repopulated next time that the same action is launched by the same user or any other user from the same ISA with the ISA role:



User can add a comment before saving a draft. This comment is displayed in a dedicated column of the draft:

Comment on draft form

Next time the same user or another user from the same ISA launches the action to prepare the ISR and WOSA on the same IA, the system will show the history of saved drafts:

▼ HISTORY OF SAVED DRAFTS [5]			
▼	User Name MyUserName Comment on the Draft	Date 23 Nov 2021	Preview
▶	User Name MyUserName	Date 22 Nov 2021	Preview
▶	User Name MyUserName	Date 22 Nov 2021	Preview
▶	User Name MyUserName	Date 22 Nov 2021	Preview
▶	User Name MyUserName	Date 22 Nov 2021	Preview

The data saved for ISR and/or WOSA will be automatically prefilled when the same action is launched again. User can complete the draft, preview it and then generate the final ISR and/or WOSA.

GENERATE AND UPLOAD ISR AND WOSA

Once the ISA and/or WOSA are complete, user can set the date of completion and date of mailing before generating and uploading the forms (ISA210 and ISA237):

Date of Completion *	26/03/2017	
Date of mailing *	26/03/2017	

Generate and Upload Form

By clicking the button **Generate and Upload Form** and depending on the selected check box (ISR and/or WOSA) the system generates automatically the ISR (ISA/210) and/or the WOSA (ISA/237) and uploads both documents in the Documents section of the IA under 'Record as held by the IB'.

PREPARE DECLARATION OF NON-ESTABLISHMENT OF ISR [ISA203] AND/OR WRITTEN OPINION

Select the Form 'Prepare declaration of Non-Establishment of ISR [ISA/203] and/or Written Opinion' in the drop down list of Actions:

ACTIONS

Capacity ISA
Action Prepare Declaration of Non-Establishment of ISR [ISA/203] and/or Written Opinion [ISA/237]

Prepare Declaration of Non-Establishment of ISR [ISA/203] Written Opinion [ISA/237]

Language *

Same as the filing language
 Translation into

Language of report
English

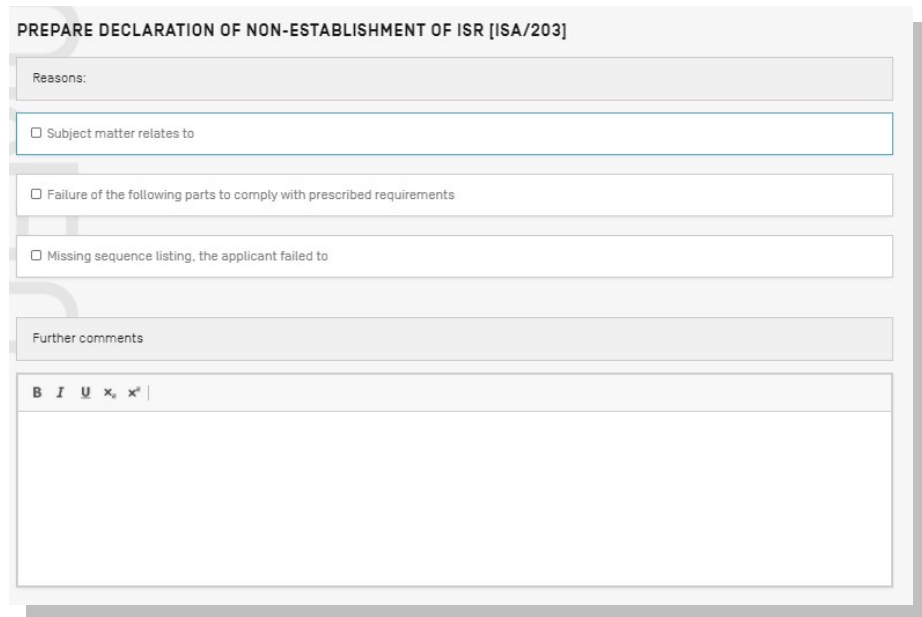
Classification of subject matter

The screen is divided into three parts:

- Common part for ISA203 and WOSA (i.e. Basis of the report): always shown in the screen
- ISA203 Specific data: displayed only if the check box International Search Report is ticked
- WOSA specific data: displayed only if the check box Written Opinion is ticked

In the case where an ISA/206 has already been issued, the ePCT Action to create the ISA/210 and the ISA/237 is initialized using the information already transmitted in the ISA/206.

The Common parts and the preparation of the Written Opinion are the same as described above in the Action 'Prepare ISA210 and WOSA'. ISA203 specific data section should be completed by adding the indications as to the type of information the subject matter relates to, any failure to comply with the prescribed requirements or missing sequence listing:



Each of the checkboxes above will open a section to allow the selection of the relevant indications and additional information as needed may be added into the further comments box.

Once all three sections of the action have been completed, the forms may be generated and uploaded. Transmission to the applicant should be completed using the normal process, typically using postal mail, followed by the Office

UPLOAD CITED DOCUMENT

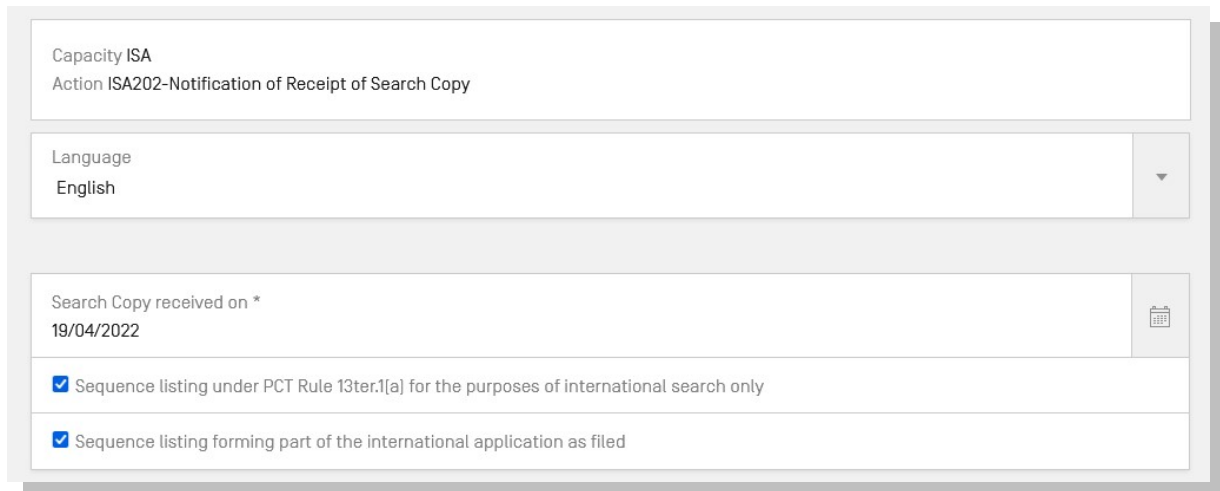
Select the Action Upload cited document in the drop down list of Actions:



Use the highlighted buttons to add the cited document and submit the document to the file of the ISA marked as 'Office private'.

ISA202-NOTIFICATION OF RECEIPT OF SEARCH COPY

Select the Form ISA202 in the drop down list of Actions:



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

- Capacity ISA
Action ISA202-Notification of Receipt of Search Copy
- Language: English
- Search Copy received on *: 19/04/2022
- Sequence listing under PCT Rule 13ter.1[a] for the purposes of international search only
- Sequence listing forming part of the international application as filed

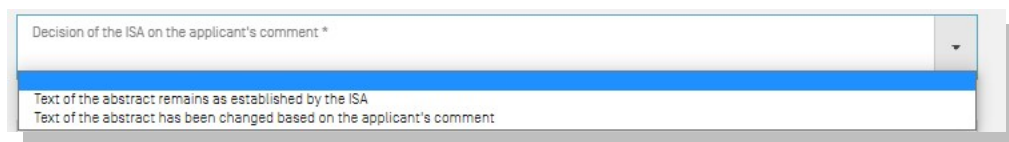
Enter the date on which the search copy was received by your office

Please use the button PREVIEW, verify that the date is correctly reflected in the draft ISA/202 before clicking the button Generate and Upload.

ISA205-NOTIFICATION OF MODIFICATION OF ABSTRACT APPROVED BY ISA

Select the Form ISA/205 in the drop down list of Actions:

A dropdown is displayed to select the decision regarding the applicant's comment regarding the modification of the abstract:



The screenshot shows a dropdown menu with the following options:

- Decision of the ISA on the applicant's comment *
- Text of the abstract remains as established by the ISA
- Text of the abstract has been changed based on the applicant's comment

The following reasons for not establishing the search report may be selected:

▼ ACTIONS

Capacity ISA
Action ISA205-Notification of Modification of Abstract Approved by International Searching Authority

Language
English

Decision of the ISA on the applicant's comment *

Authorized Officer *
/ Peter Waring /

Date of mailing *
26/05/2021

Importance

Notifications to be sent by
Paper (local print)

Cancel Preview **Generate and Upload Form**

Once completed, press 'Generate and Upload' form and print for sending to the applicant.

ISA206-INVITATION TO PAY ADDITIONAL FEES AND, WHERE APPLICABLE, PROTEST FEE (PCT ARTICLE 17(3)(A) AND RULES 40.1 AND 40.2(E))

Select the Form ISA/216 in the drop down list of Actions:

Capacity ISA
Action ISA206-Invitation to Pay Additional Fees and, Where Applicable, Protest Fee [PCT Article 17(3)(a) and Rules 40.1 and 40.2(e)]

The following sections are shown:

International Searching Authority

INTERNATIONAL SEARCHING AUTHORITY

Number of inventions claimed *	1. This International Searching Authority
Indicate claims below *	(i) considers that there are _____ (number of) inventions claimed in the international application of _____ by the claims indicated below/on an extra sheet]
The International application does not comply with the requirement of unity of invention	(ii) therefore considers that the international application does not comply with the requirement of unity of invention (Rules 13.1, 13.2 and 13.3) for the reasons indicated below/on an extra sheet:
International Search *	(iii) <input type="checkbox"/> has carried out a partial international search (see Annex) <input type="checkbox"/> will establish the international search on those parts of the international application which relate to the invention first mentioned in claims Nos.:
Has carried out a partial international search	
Will establish the international search	

Invitation to pay fee, protest fee and unsearchable claims found

INVITATION TO PAY

Fee per additional invention *	Currency *
--------------------------------	------------

Number of additional claims *

PROTEST FEE

Pay a protest fee *	Currency
---------------------	----------

UNSEARCHABLE CLAIMS FOUND

Claim Number[s]

2. Consequently, the applicant is hereby invited to pay, within the time limit indicated above, additional fees in the amount indicated below:

$$\text{Fee per additional invention} \times \text{number of additional inventions} = \text{total amount of additional fees/currency}$$

3. The applicant is informed that, according to Rule 40.2(c), the payment of any additional fees may be made under protest, that is, a reasoned statement to the effect that the international application complies with the requirement of unity of invention or that the amount of the required additional fees is excessive, where applicable, subject to the payment of a protest fee. Where the applicant pays additional fees under protest, the applicant is hereby invited, within the time limit indicated above, to pay a protest fee (Rule 40.2(e)) in the amount of _____ (amount/currency). Where the applicant has not, within the time limit indicated above, paid the required protest fee, the protest will be considered not to have been made and the International Searching Authority will so declare.

4. Claim(s) Nos. _____ have been found to be unsearchable under Article 17(2)(b) because of defects under Article 17(2)(a) and therefore have not been included with any invention.

Complete the required fields, Preview the form and then 'Generate and Upload Form'.

ISA212-NOTIFICATION OF DECISION ON PROTEST

Select the Form ISA/212 in the drop down list of Actions.

Complete the form, see below, and choosing:

- The language of the form,
- The decision of the ISA
- The authorized Officer, date of mailing and importance

And then Preview and/or Generate the form.

The form needs to be printed or saved as PDF and mailed to the applicant.

▼ ACTIONS

Capacity ISA
Action ISA212-Notification of Decision on Protest

Language
English

Decision of the Searching Authority *

Authorized Officer *
/ Peter Waring /

Date of mailing *
17/04/2020

Importance

Notifications to be sent by
Paper [local print]

Cancel Preview **Generate and Upload Form** ↑

ISA213-NOTIFICATION OF REFUND OF SEARCH FEE

Select the Form ISA/213 in the drop down list of Actions.

Complete the form, see below, and choosing:

- The language of the form,
- The decision of the ISA including as appropriate the amount of refund
- The authorized Officer, date of mailing and importance

And then Preview and/or Generate the form.

The form needs to be printed or saved as PDF and mailed to the applicant.

▼ ACTIONS

Capacity ISA
Action ISA213-Notification of Refund of Search Fee

Language
English

Search fee refund *

Authorized Officer *
/ Peter Waring /

Date of mailing *
17/04/2020

Importance

Notifications to be sent by
Paper [local print]

Cancel Preview **Generate and Upload Form**

↑

ISA216-NOTIFICATION TO REQUEST RECTIFICATION

Select the Form ISA/216 in the drop down list of Actions.

Obvious mistake(s) discovered by the International Searching Authority As specified hereafter		▼
As specified hereafter		
As shown in the attached copy		
Request for rectification to be submitted to *		▼
International Searching Authority		
International Bureau (WIPO)		
Receiving Office		
Date of mailing *	Importance	▼
26/03/2017		

The following fields are displayed:

- **Date of mailing:** this date is prefilled by default with the current date at the receiving Office. It could be replaced by another date in the **future**.
- **Obvious mistake (s) discovered by the ISA:** A mandatory free text to describe the nature of mistake(s).
- **Request for rectification to be submitted to:** the recipient to whom the rectification should be submitted could be the ISA, RO or the IB. This field is mandatory.

The generated form is added automatically to the Documents section of the IA; under the sub section 'Record as held by IB.

ISA217-NOTIFICATION OF DECISION CONCERNING REQUEST FOR RECTIFICATION

Select the Form ISA/217 in the drop down list of Actions:

Decision by the International Searching Authority *	▼
Authorize the rectification as requested by the applicant	
Authorize the rectification to the extent set forth below	
Refuse to authorize the rectification or part of it (reasons)	

The following fields are displayed:

- **Decision by the ISA:** there are three possible decisions. The following screen shows possible combinations

Decision by the International Searching Authority *
 Authorize the rectification as requested by the applicant

Authorize the rectification as requested by the applicant *

The rectification will be or has been taken into account [Rule 43.6bis(a)]

The rectification has not been taken into account [Rule 43.6bis(b)]

Decision by the International Searching Authority *
 Authorize the rectification to the extent set forth below

Reasons

If the authorization of the rectification has been refused in whole or in part, the applicant may request the International Bureau, within two months from the date of refusal and subject to the payment of a special fee, to publish the request for rectification and the reasons for refusal by this Authority and any further brief comments that may be submitted by the applicant together with the international application. See Rule 91.3(d) and, for the amount of the fee, see the PCT Applicant's Guide, Volume I, Annex B2(II).

Authorize the rectification to the extent set forth below *

The rectification will be or has been taken into account [Rule 43.6bis(a)]

The rectification has not been taken into account [Rule 43.6bis(b)]

Decision by the International Searching Authority *
 Refuse to authorize the rectification or part of it (reasons)

Reasons

If the authorization of the rectification has been refused in whole or in part, the applicant may request the International Bureau, within two months from the date of refusal and subject to the payment of a special fee, to publish the request for rectification and the reasons for refusal by this Authority and any further brief comments that may be submitted by the applicant together with the international application. See Rule 91.3(d) and, for the amount of the fee, see the PCT Applicant's Guide, Volume I, Annex B2(II).

The generated form is added automatically to the Documents section of the IA; under the sub section 'Record as held by IB.

ISA220-NOTIFICATION OF TRANSMITTAL OF THE ISR AND WO OF THE ISA

Select the Form ISA/220 in the drop down list of Actions:

The ISR and WOSA have been established and are transmitted. Attaching the ISR and WOSA is mandatory

If ISR and/or Written Opinion are already uploaded in the IA file, the system will indicate next to each document that it has been already generated:

Subject of the notification *

The international search report and the written opinion of the International Searching Authority have been established and are transmitted herewith

No international search report will be established. The declaration under Article 17(2)(a) to that effect and written opinion of the International Searching Authority are transmitted herewith

ATTACH DOCUMENTS(MANDATORY)

International Search Report is already generated for this IA

Written Opinion of the International Search Authority is already generated for this IA

Document Type: ▼

Attach document Add Document (.pdf)

Protest

Protest against payment of additional fees under Rule 40.2 *

The protest together with the decision thereon has been transmitted to the International Bureau

No decision has been made yet on the protest, the applicant will be notified as soon as a decision is made

The ISR will NOT be established. Attaching the form ISA/203 and WOSA are mandatory:

Subject of the notification *

The international search report and the written opinion of the International Searching Authority have been established and are transmitted herewith
 No international search report will be established. The declaration under Article 17(2)(a) to that effect and written opinion of the International Searching Authority are transmitted herewith

ATTACH DOCUMENTS(MANDATORY)

Written Opinion of the International Search Authority is already generated for this IA

Document Type *

Attach document *

Add Document [.pdf]

Protest

Protest against payment of additional fees under Rule 40.2 *

The protest together with the decision thereon has been transmitted to the International Bureau
 No decision has been made yet on the protest, the applicant will be notified as soon as a decision is made

The system indicates whether a document has already been generated.

Check box 'Protest against payment of additional Fees under Rule 40.2': by ticking this box, two radio buttons are enabled:

From the INTERNATIONAL SEARCHING AUTHORITY

To: LAGAFFE, Gaston Periferico 123 A-1234 Mexico DF XY		PCT NOTIFICATION OF TRANSMITTAL OF THE INTERNATIONAL SEARCH REPORT AND THE WRITTEN OPINION OF THE INTERNATIONAL SEARCHING AUTHORITY, OR THE DECLARATION (PCT Rule 44.1)	
		Date of mailing <i>(day/month/year)</i> 27 May 2016	
Applicant's or agent's file reference testMX1		FOR FURTHER ACTION See paragraphs 1 and 4 below	
International application No. PCT/XY2014/030022		International filing date <i>(day/month/year)</i> 24 November 2014	
Applicant LAGAFFE, Gaston			
1. <input checked="" type="checkbox"/> The applicant is hereby notified that the international search report and the written opinion of the International Searching Authority have been established and are transmitted herewith. Filing of amendments and statement under Article 19: The applicant is entitled, if he so wishes, to amend the claims of the international application (see Rule 46): When? The time limit for filing such amendments is normally two months from the date of transmittal of the international search report. How? Directly to the International Bureau of WIPO preferably through ePCT or on paper to, 34 chemin des Colombettes 1211 Geneva 20, Switzerland, Facsimile No.: +41 22 338 82 70 For more detailed instructions, see PCT Applicant's Guide, International Phase, paragraphs 9.004 – 9.011.			
2. <input type="checkbox"/> The applicant is hereby notified that no international search report will be established and that the declaration under Article 17(2)(a) to that effect and the written opinion of the International Searching Authority are transmitted herewith.			
3. <input checked="" type="checkbox"/> With regard to any protest against payment of (an) additional fee(s) under Rule 40.2, the applicant is notified that: <input checked="" type="checkbox"/> the protest together with the decision thereon has been transmitted to the International Bureau together with any request to forward the texts of both the protest and the decision thereon to the designated Offices. <input type="checkbox"/> no decision has been made yet on the protest; the applicant will be notified as soon as a decision is made.			

The generated form is added automatically to the Documents section of the IA; under the sub section 'Record as held by IB.

Attached documents are also automatically shown under the Documents section of the IA.

ISA224-COMMUNICATION IN CASES FOR WHICH NO OTHER FORM IS APPLICABLE

Select the Form ISA/224 in the drop down list of Actions.

Reply due *		▼
NO REPLY DUE		
Reply due *		▼
REPLY DUE within		
Number *	▼	Days/Months *
from the date of mailing [e.g. 10 days, 2 months]		
Communication *		

Reply due within: Select this radio button and enter the number of days or months (e.g. 10 days or 2 months) from the date of mailing as deadline for the reply.


No Reply due: Select this option if no reply is required.

Communication: This is a mandatory field.

The generated form is added automatically to the Documents section of the IA; under the sub section 'Record as held by IB'.

ISA225-INVITATION TO FURNISH SEQUENCE LISTING AND TO PAY, IF APPLICABLE, LATE FURNISHING FEE

Select the Form ISA/225 in the drop down list of Actions.

Language English		▼
Applicant is invited to furnish * <input type="checkbox"/> a sequence listing [WIPO Standard ST.28 XML file] under Rule 13ter.1[a] , accompanied by a statement to the effect that the sequence listing does not go beyond the disclosure in the international application as filed <input type="checkbox"/> a statement to the effect that the sequence listing furnished under Rule 13ter.1[a] does not go beyond the disclosure in the international application as filed <input type="checkbox"/> a complete sequence listing containing a translation of the language-dependent free text into the (or one of the) following language(s) accepted by this Authority [this translation may replace or supplement the original text]		
<input type="checkbox"/> Late furnishing fee (if applicable)		
Further observations		
Authorized Officer * / PT04 ePCT test /		
Date of mailing * 31/05/2022		Importance ▼

Language: Select this radio button and enter the number of days or months (e.g. 10 days or 2 months) from the date of mailing as deadline for the reply.

Furnish nucleotide and/or amino acid sequence listing: Select the options relevant.

Late Furnishing Fee: if applicable, indicate a late furnishing fee is required, along with the amount and currency.

Further observations: Enter any observations as applicable.

Date of mailing: this date is prefilled by default with the current date at the receiving Office. It could be replaced by another date in the **future**.

Importance: indicate that the form is 'urgent' or a 'corrected version'

The generated form is added automatically to the Documents section of the IA; under the sub section 'Record as held by IB'.

OTHER PCT/ISA FORMS

Selecting '[Other PCT/ISA Forms](#)' will give you access to the web page of all PCT forms related to the ISA:

FORMS
ISA202-Notification of Receipt of Search Copy
ISA203-Declaration of Non-Establishment of International Search Report
ISA206-Invitation to Pay Additional Fees and, Where Applicable, Protest Fee (PCT Article 17(3)(a) and Rules 40.1 and 40.2(e))
ISA216-Invitation to Request Rectification
ISA217-Notification Of Decision Concerning Request for Rectification
ISA220-Notification of transmittal of the ISR and the WO of the ISA or the declaration
ISA224-Communication in Cases for Which No Other Form Is Applicable
Other PCT/ISA Forms

RECORD CHAPTER II DEMAND

Actions & Forms
Capacity *
ISA
Action or Form *
ACTIONS
Prepare International Search Report (ISA210) and/or Written Opinion (ISA237)
Record Chapter II Demand
Open IA for collaborative search and examination
FORMS
ISA202-Notification of Receipt of Search Copy
ISA203-Declaration of Non-Establishment of International Search Report
ISA216-Invitation to Request Rectification
ISA217-Notification Of Decision Concerning Request for Rectification
ISA220-Notification of transmittal of the ISR and the WO of the ISA or the declaration
ISA224-Communication in Cases for Which No Other Form Is Applicable
Other PCT/ISA Forms

For more details, please refer to [Record Chapter II Demand](#) under the section International Preliminary Examining Authority.

MANAGE INTERNATIONAL PATENT CLASSIFICATION (IPC) SYMBOLS

IPC Symbol management functions have been provided to enable accurate publication in the case where the ISR will be established after the publication deadline.

Using the ePCT Action, as ISA, an Office can add IPC classification symbols in ePCT. Once the Manage International Patent Classification (IPC) action has been selected from the ISA list of actions the following screen is displayed



Using the highlighted buttons, the user may add classifications, modify or delete classifications as needed and then save them into the system so that for applications where it has not been possible to furnish a search report prior to publication the classifications can be provided by the ISA.

ISA IPC NOTIFICATIONS

The ePCT System on a weekly basis sends a single notification to ISA Offices to advise that there are international applications for which an IPC Symbol is missing or invalid and the date when technical preparations for publication are expected to be complete is imminent. The notification will invite the ISA to run the relevant ePCT reports to be able to correct the relevant international applications:

IPC REPORTING ISA-03 – INVALID IPC SYMBOLS

A report is available for ISA office users to generate a list of International Applications that are due to be published within the coming weeks where the IPC symbols are invalid.

This produces a list of International Applications from which the user may directly access the Manage IPC Symbols action for each International Application by pressing the corresponding button. For further details, refer to the reporting section above.

IPC REPORTING ISA-04 – MISSING IPC SYMBOLS

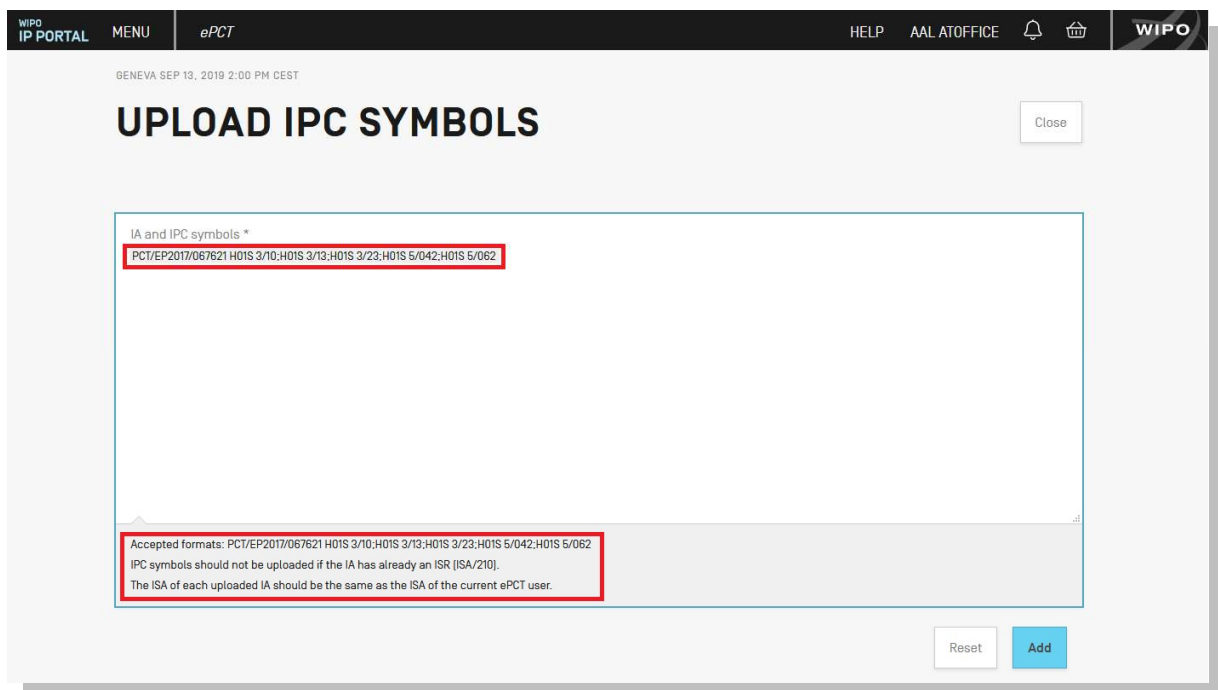
A report is available for ISA office users to generate a list of International Applications that are due to be published within the coming weeks where the IPC symbols are not present.

The report produces a listing of International Applications from which the user may directly access the Manage IPC Symbols action for each International Application by pressing the corresponding button. For further details, refer to the reporting section above.

UPLOAD IPC SYMBOLS

ISA Office users having IPC Symbols for multiple International Applications to upload into ePCT may access the Upload IPC function to upload them simultaneously using the accepted format:

- access to the Upload IPC function is via the User menu item:
- the ISA Office user must then input or paste the IPC Symbols into the input panel using the formatting indicated on the same screen (one row per IA, with correctly formatted symbols separated by “;”) and then press add:



- the international applications must be in the ePCT system and the IPC Symbols must be valid. If an ISR is already at the IB a warning message will be displayed, but it will not block the upload.
- the uploaded IPC codes will overwrite all existing codes for each application included in an upload. Any codes entered this way will be replaced by those indicated in a subsequently processed international search report.

ACTIONS AND FORMS FOR THE IPEA

As an IPEA user, you are able to

- Record the receipt of a Chapter II Demand and notify that receipt with the IPEA/402
- Invite the submission of corrections to the Demand sending the IPEA/404
- Create the written opinion of the IPEA, the IPEA/408
- Create the international preliminary report on patentability, the IPEA/409
- Notify the transmittal of
- of the IPEA, the IPEA/408
- and submit Form IPEA/424 in addition to other IPEA Forms that can be found when selecting from the Actions drop-down list Other PCT/IPEA Forms.

In addition to being able to perform these functions, the routing of IPEA documents for processing ePCT actions and the retention of draft documents in a task list has been enabled.

RECORD CHAPTER II DEMAND

Any Office having received a Chapter II Demand can transmit it to the IB using the action 'Record Chapter II Demand'.

This action is made available to all Offices regardless of their capacity (RO, ISA, and IPEA) for a given IA. A new capacity 'Other' is made available in case your Office receives a Chapter II Demand but has no role/capacity for the IA:

Actions & Forms

Capacity *
IPEA

Action or Form *

ACTIONS

- Record Chapter II Demand
- Assign to an examiner

FORMS

- IPEA402-Notification Of Receipt Of Demand By Competent International Preliminary Examining Authority
- IPEA404-Invitation to Correct Defects in the Demand
- IPEA408-Written Opinion Of The International Preliminary Examining Authority
- IPEA409-International Preliminary Report on Patentability
- IPEA416-Notification Of Transmittal Of International Preliminary Report On Patentability
- IPEA424-Communication in Cases for Which No Other Form Is Applicable
- Other PCT/IPEA Forms

Select the action 'Record Chapter II Demand' and click OK.

The following screen is displayed:

ACTIONS

Capacity NONE
Action Record Chapter II Demand

RECORD CHAPTER II DEMAND

Date of receipt of Chapter II Demand *
21/03/2017

Competent IPEA *
US - United States Patent and Trademark Office [USPTO]

ATTACH DOCUMENT [MANDATORY]

Document Type
Chapter II Demand for IPEA

Attach document Add Document [pdf]

Chapter II Demand for IPEA
[Document43.pdf](#) [1 page] 24 KB View document as it will be rendered at the IB Warning 🗑️

Message

Authorized Officer *
/ Office User XY

Cancel Submit

Date of receipt of Chapter II Demand (mandatory): This date should correspond to the date your Office has received the documents:

Date of receipt of Chapter II Demand *
21/03/2017

Competent IPEA (mandatory): The drop down list contains only competent IPEA. Note that the option 'Not specified' is to be used when no Authority has been indicated on the Chapter II Demand.

Competent IPEA *

Not specified

AU - Australian Patent Office

CN - State Intellectual Property Office of the People's Republic of China

KR - Korean Intellectual Property Office

RU - Federal Service for Intellectual Property [Rospatent] [Russian Federation]

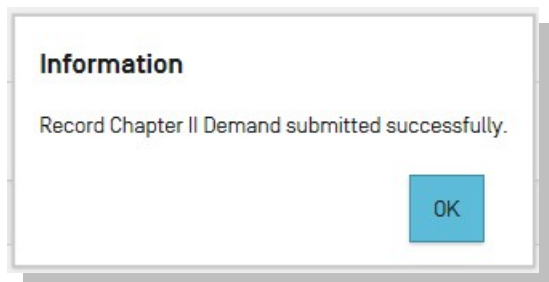
US - United States Patent and Trademark Office [USPTO]

Attach Documents (Mandatory): Chapter II Demand document must be attached as PDF file if you are acting as selected IPEA. Chapter II Demand for IPEA document must be attached if you are not acting as selected IPEA.



Click the button to record the Chapter II Demand.

If the Chapter II Demand is successfully recorded, you will get the following information message:



By clicking OK, the system refreshes the IA. The document Chapter II Demand for IPEA is now in Documents section. The system also generates the Notification IB/368 as outgoing document for the applicant:

▼ RECORD AS HELD BY THE IB				
<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	[IB/368] Notification of Transmittal of Demand to the Competent Inter...	IB	IB outgoing form	21 Mar 2017
<input type="checkbox"/>	Chapter II Demand for IPEA [21] 2 pages	Office	Processed	21 Mar 2017

The date of receipt and the IPEA Office indication will be automatically loaded in the IB system and the IPEA Authority will have immediately access to IA in ePCT. In case it is the competent IPEA who is transmitting the Chapter II Demand to IB, the document will be identified as Chapter II Demand and will be processed by IB on due time. However, if the Office transmitting the Chapter II Demand to IB is not the competent Authority the document transmitted to IB will be automatically transmitted to the competent IPEA.

IPEA402-NOTIFICATION OF RECEIPT OF DEMAND AT IPEA

Select the Form IPEA/402 in the drop down list of Actions:

Actions & Forms

Capacity *
IPEA

Action or Form *

ACTIONS

- Record Chapter II Demand
- Assign to an examiner

FORMS

- IPEA402-Notification Of Receipt Of Demand By Competent International Preliminary Examining Authority
- IPEA404-Invitation to Correct Defects in the Demand
- IPEA408-Written Opinion Of The International Preliminary Examining Authority
- IPEA409-International Preliminary Report on Patentability
- IPEA416-Notification Of Transmittal Of International Preliminary Report On Patentability
- IPEA424-Communication in Cases for Which No Other Form Is Applicable
- Other PCT/IPEA Forms

Enter the date on which the Demand was received by your office and indicate the type of the date of receipt

ACTIONS

Capacity IPEA
Action IPEA402-Notification Of Receipt Of Demand By Competent International Preliminary Examining Authority

Language
English

Date of receipt of Chapter II Demand *

That date of receipt is *

- Date of receipt of the demand by the IPEA
- Date of receipt of the demand on behalf of the IPEA
- Date of receipt of the required corrections

Authorized Officer *
/ NameOfOfficer /

Date of mailing * 26/11/2021 Importance

Notifications to be sent by
Email (email@domain.com)

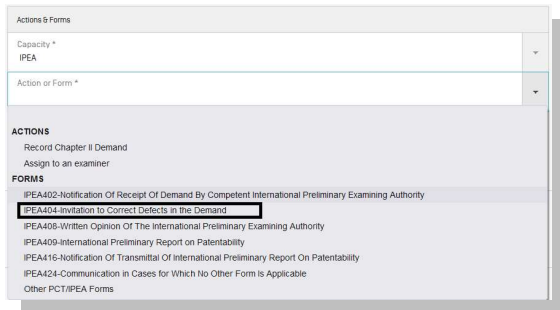
The applicant has authorized notifications to be sent by email in addition to a paper copy.

Cancel Preview **Generate and Upload Form**

Please use the button PREVIEW, verify that the date is correctly reflected in the draft IPEA/402 before clicking the button Generate and Upload.

IPEA404-INVITE SUBMISSION OF CORRECTIONS TO THE DEMAND

Select the Form IPEA/404 in the drop down list of Actions:



Actions & Forms

Capacity *
IPEA

Action or Form *

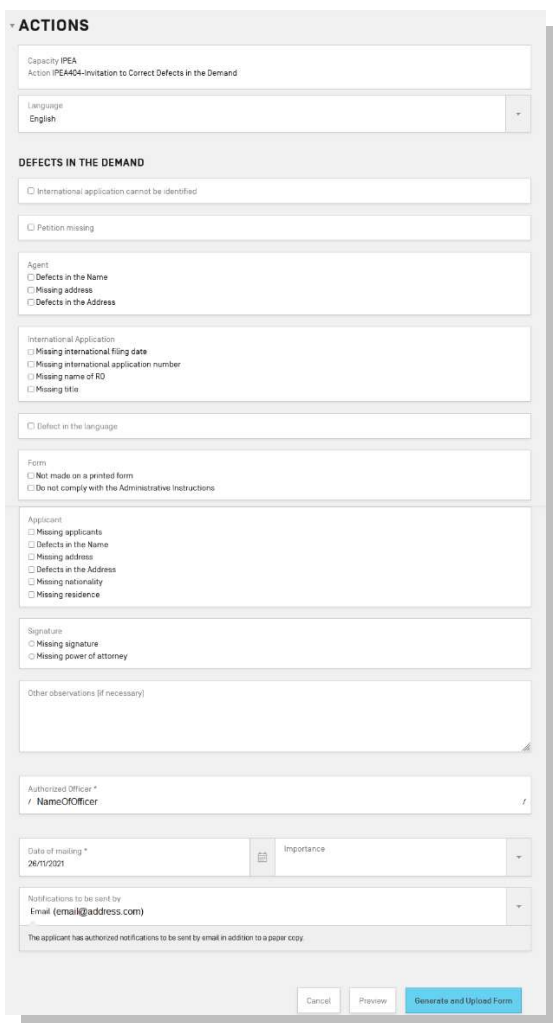
ACTIONS

- Record Chapter II Demand
- Assign to an examiner

FORMS

- IPEA402-Notification Of Receipt Of Demand By Competent International Preliminary Examining Authority
- IPEA404-Invitation to Correct Defects in the Demand**
- IPEA408-Written Opinion Of The International Preliminary Examining Authority
- IPEA409-International Preliminary Report on Patentability
- IPEA416-Notification Of Transmittal Of International Preliminary Report On Patentability
- IPEA424-Communication in Cases for Which No Other Form Is Applicable
- Other PCT/IPEA Forms

Enter the description of the defects using the fields and checkboxes provided on the screen:



ACTIONS

Capacity IPEA
Action IPEA404-Invitation to Correct Defects in the Demand

Language
English

DEFECTS IN THE DEMAND

International application cannot be identified

Pesticion missing

Agent

- Defects in the Name
- Missing address
- Defects in the Address

International Application

- Missing international filing date
- Missing international application number
- Missing name of RD
- Missing title

Defect in the language

Form

- Not made on a printed form
- Do not comply with the Administrative instructions

Applicant

- Missing applicants
- Defects in the Name
- Missing address
- Defects in the Address
- Missing nationality
- Missing residence

Signature

- Missing signature
- Missing power of attorney

Other observations (if necessary)

Authorized Officer *
/ NameOfOfficer

Date of mailing *
26/11/2021

Importance

Notifications to be sent by
Email (email@address.com)

The applicant has authorized notifications to be sent by email in addition to a paper copy

Cancel Preview **Generate and Upload Form**

Please use the button PREVIEW, verify that the defects are correctly reflected in the draft IPEA/404 before clicking the button Generate and Upload.

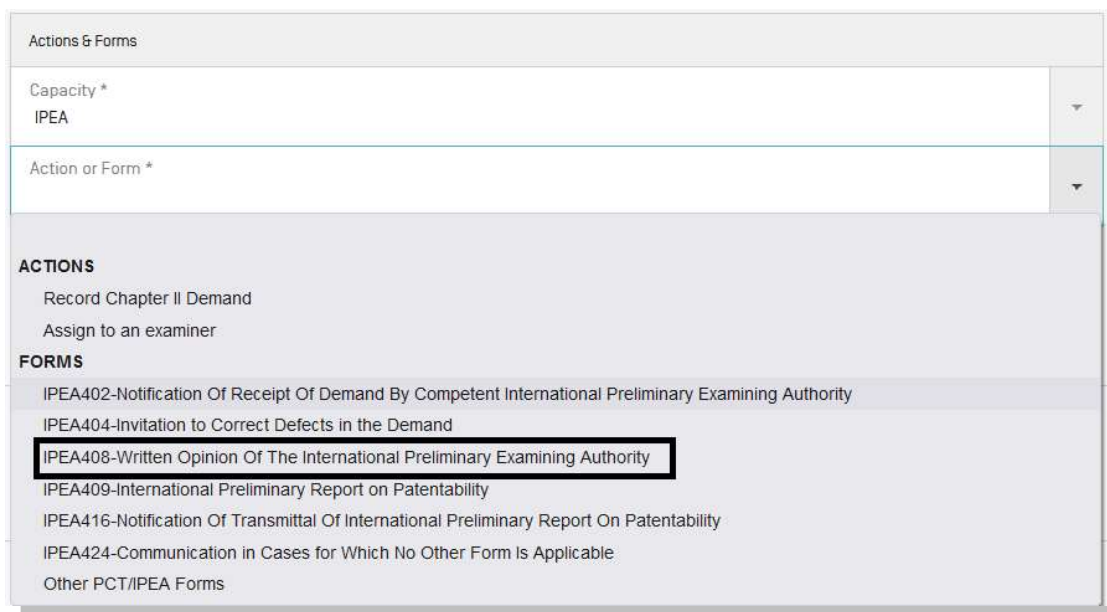
IPEA405-INVITATION TO RESTRICT CLAIMS OR PAY ADDITIONAL FEES

The IPEA/405 has been implemented in ePCT. The examiner must choose the number of inventions claimed, provide reasoning as to why *Unity of invention* is not complied with, specify the currency, and specify the amount per additional invention and the amount for the protest fee:

INTERNATIONAL PRELIMINARY EXAMINING AUTHORITY (IPEA)	
Number of inventions claimed *	
2	
Unity of invention not complied with	
B I U × ₂ × ²	
INVITATION TO PAY	
Currency *	Fees per additional invention *
USD	
Number of additional inventions *	
1	
Total amount of additional fees	
PROTEST FEE	
Currency	Amount *
USD	

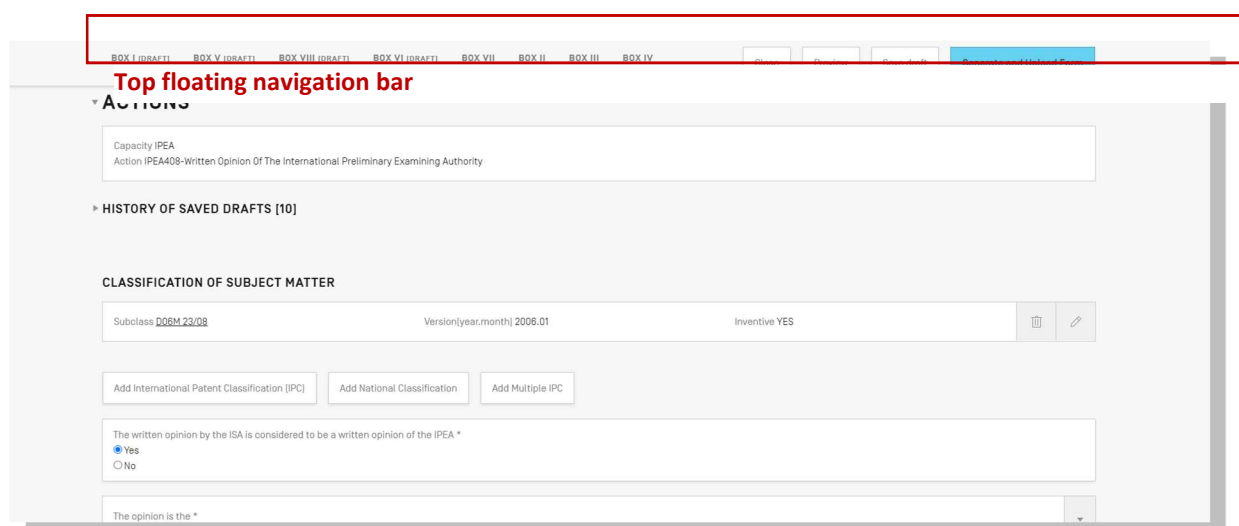
IPEA408-CREATE THE WRITTEN OPINION OF THE IPEA,

The IPEA/408 and IPEA/409 have been implemented as ePCT Actions for which the examiner can save a draft, send and subsequently draft and transmit further versions of the document. To facilitate returning to complete an IPEA/408 or IPEA/409, drafts are reported in the ePCT task list for the Office. To create a written opinion of the IPEA access the form using the Actions drop down list:



Common features for IPEA/408 and 409

The top floating bar enables an intuitive and easy navigation through a draft IPEA/408 or IPEA/409. It stays at the top of the screen, even when the users scroll down towards the bottom of the form. Each box of the bar is a shortcut to the relevant section, with a Box ordering reflecting the relative relevance of boxes. For instance, Box I is shown first because this section of the IPEA/408 or IPEA/409 has always to be completed. Box V comes second because this Box has to be completed in the vast majority of cases (unless Box III is selected to indicate that no meaningful examination can be carried out in respect of the entire international application). Box VIII is also frequently edited and completed in order to point out clarity issues and comes therefore third on the bar, etc...

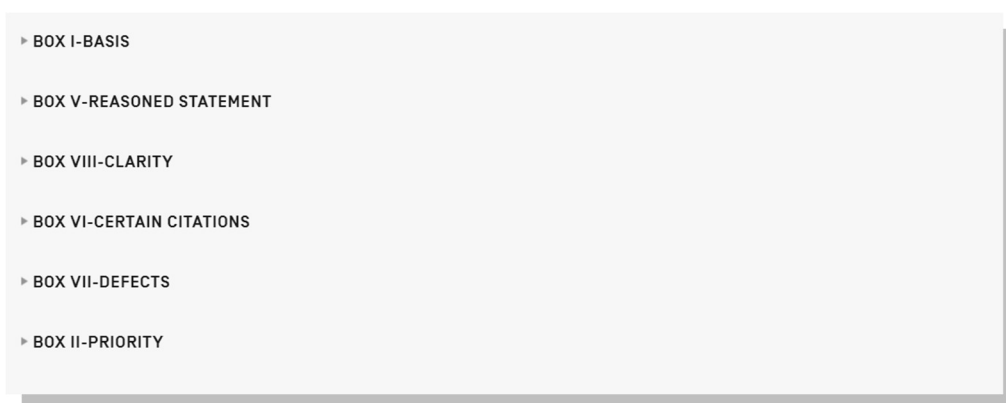


At any time, an Office user can easily proceed to a particular Box by clicking directly on the corresponding shortcut on the top bar. The subscript “[draft]” is appended to a Box shortcut after

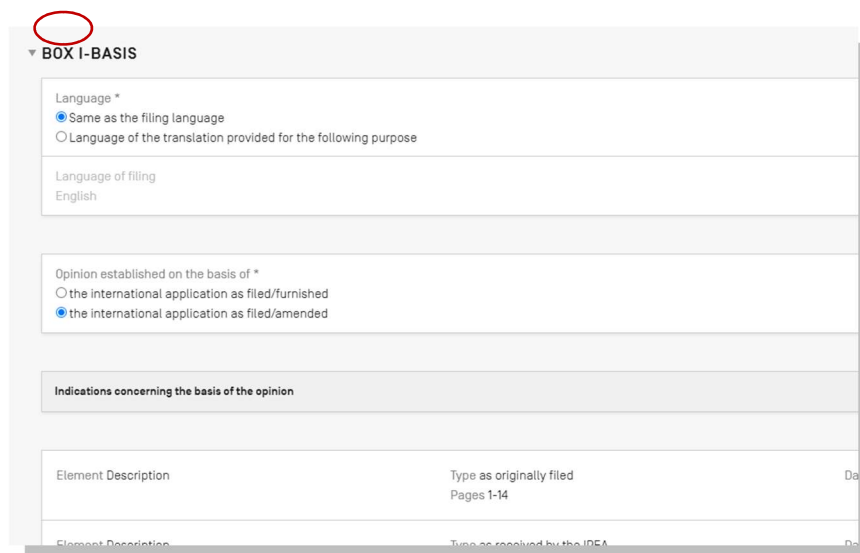
saving a draft IPEA/408 or IPEA/409 if the corresponding Box has been edited. In the screenshot above, the subscript appears for Boxes I, V, VIII and VI, which indicates that these Boxes were already edited in the draft form. Upon saving or previewing the draft IPEA/408 or IPEA/409, a Box shortcut is marked in **red** in case an error is detected in one of the edited fields of the corresponding Box.

EXPAND/COLLAPSE ARROWS FOR BOXES

Each individual Box area can be expanded or collapsed by clicking on the small grey arrow in front of it. Collapsing unedited sections helps the user to keep of good overview of the form content.



Box I expanded

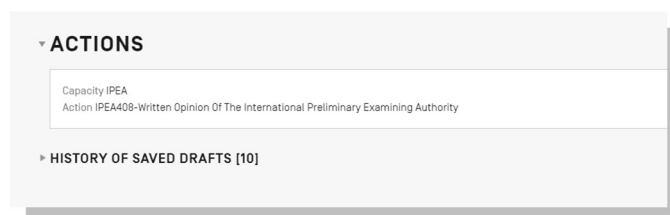


Element Description	Type as originally filed	Date
	Pages 1-14	
	Type as received by the IPEA	

HISTORY OF SAVED DRAFTS

At the top of the IPEA/408, IPEA/409 forms, the user can conveniently access a list of all the previously saved drafts for a specific action, and preview them via an expand/collapse arrow. This

feature is of particular interest when a patent examiner takes over the work from a fellow examiner, or when an examiner resumes work on an International application after a long interruption. After the sending of an initial version, should later versions be sent, such later versions will be marked as corrected versions.



BASIS OF THE OPINION/REPORT

Box I features a section for entering the basis of the IPEA/408 or IPEA/409:



The first option (“as filed/furnished”) is selected when no amendments were filed during Chapter II or in the absence of Art. 19 claims, e.g. when the applicant only sends a rebuttal letter without amending any part of the application.

The second option (“as filed/amended”) is selected whenever amendments have been submitted (Art. 19 claims, Art. 34 amendments, etc...). Upon selecting this second option, the Office user has to enter the application documents forming the basis of the opinion/report:

Opinion established on the basis of *

the international application as filed/furnished

the international application as filed/amended

Indications concerning the basis of the opinion

Description ▼

Claims ▼

Drawings ▼











Below is an illustrative example of a complete basis obtained after entering successively application documents as originally filed or amended via the drop-downs shown above. The three parts (Description, Claims, Drawings) are displayed in three distinct portions of the form. Every time an Office user adds an element in the basis section, the element is added to a list of elements located below the grey box entitled “Indications concerning the basis of the opinion/report”. In addition, each individual entry can be edited or deleted via respective buttons on the right-hand side.


Opinion established on the basis of *

the international application as filed/furnished

the international application as filed/amended

Indications concerning the basis of the opinion

Element Description	Type as originally filed Pages 1-5,7-10	Date		
Element Description	Type as received by the IPEA Pages 6	Date 01 November 2021		
Element Claim	Type as originally filed Nos. 1,2	Date		
Element Claim	Type as received by the IPEA Nos. 3-8	Date 01 November 2021		
Element Drawing	Type as originally filed Pages 1/6-6/6	Date		

Description 

SPECIFIC FEATURES OF THE IPEA/408 (CHAPTER II WRITTEN OPINION)

The top section of an IPEA/408 form comprises three items:

The first two fields correspond to the two items on the cover sheet of an IPEA/408. These entries are mandatory.

The third box (“Time limit to establish the IPRPII”) is presented to the user merely for information purpose, i.e. it is not legally binding and will not be rendered on the final generated IPEA/408 form. It solely gives an indication of the expected date on which the final IPEA/409 has to be issued (409 deadline). By default, the box shows the date determined under Rule 69.2 (i) PCT, i.e. 28 months from the priority date, and can be edited by the Office user if needed, for instance when any of the periods under Rule 69.2 (ii) or (iii) expires after the aforementioned 28-month period.

IPEA409-CREATE THE INTERNATIONAL PRELIMINARY REPORT ON PATENTABILITY

In ePCT the creation of the IPEA/409 benefits from the common features shared with the IPEA/408, see above. To create a=the International Preliminary Report on Patentability select the form from the Actions drop down list:

Actions & Forms

Capacity *
IPEA

Action or Form *

ACTIONS

- Record Chapter II Demand
- Assign to an examiner

FORMS

- IPEA402-Notification Of Receipt Of Demand By Competent International Preliminary Examining Authority
- IPEA404-Invitation to Correct Defects in the Demand
- IPEA408-Written Opinion Of The International Preliminary Examining Authority
- IPEA409-International Preliminary Report on Patentability**
- IPEA416-Notification Of Transmittal Of International Preliminary Report On Patentability
- IPEA424-Communication in Cases for Which No Other Form Is Applicable
- Other PCT/IPEA Forms

The features specifically developed for the IPEA/409 are described below.

SPECIFIC FEATURES OF THE IPEA/409 (IPRP CHAPTER II) - ANNEXES

The top section of an IPEA/409 form features a built-in tool to upload and preview Annexes of an IPRP Chapter II. These Annexes to the Chapter II Report are the elements referred to in Rule 70.16 PCT. A user can for instance conveniently upload replacement sheets in PDF format by selecting at first the relevant category out of three possible Annex categories:

ANNEXES

Preview Annexes

Annex(es) comprised as follows:

- Description, claims, drawings as amended and/or rectifications authorized by the Authority
- Rectifications which were not authorized by or notified to the Authority
- Superseded sheets that go beyond the original disclosure and any accompanying letters

Separate electronic file containing a sequence listing [sent to the International Bureau only]

Upon clicking on the first Annex box above, an “Add document” button allow the examiner to upload a PDF document containing a part of the Annexes, e.g. a set of claims submitted under Art. 34 PCT:

ANNEXES

Preview Annexes

Annex(es) comprised as follows:

- Description, claims, drawings as amended and/or rectifications authorized by the Authority
- Rectifications which were not authorized by or notified to the Authority
- Superseded sheets that go beyond the original disclosure and any accompanying letters

Document(s) annexed to this Report *

Add document [.pdf]

In the example below, a set of claims and description pages filed under Art. 34 are uploaded:

Preview Annexes

Final preview button

s follows:

- drawings as amended and/or rectifications authorized by the Authority
- Rectifications which were not authorized by or notified to the Authority
- Superseded sheets that go beyond the original disclosure and any accompanying letters

Document(s) annexed to this Report

Add document [.pdf]

Annex to the International Preliminary Report on Patentability (Chapter II)
[Art 36 claims.pdf](#) [1 page] 94.4 KB

View document as it will be rendered at the IB

IMPORTANT - use the function to 'View document as it will be rendered at the IB' to check that the result matches the original document. The file is not in compliance with Annex F of the Administrative Instructions under the PCT. [Show details](#)

Annex to the International Preliminary Report on Patentability (Chapter II)
[Art 36 description.pdf](#) [106 pages] 867.2 KB

View document as it will be rendered at the IB

IMPORTANT - use the function to 'View document as it will be rendered at the IB' to check that the result matches the original document. The file is not in compliance with Annex F of the Administrative Instructions under the PCT. [Show details](#)

At any time, the user can preview the separate documents (e.g. the set of claims only), or click on the top button “Preview Annexes” to obtain an overview of all the collated Annexes in a single final “Annexes” PDF document.

IPEA416-NOTIFY TRANSMITTAL OF INTERNATIONAL PRELIMINARY REPORT FORM

Select the Form IPEA/416 in the drop down list of Actions.

▼ ACTIONS

Capacity IPEA
Action IPEA416-Notification Of Transmittal Of International Preliminary Report On Patentability

Language
English

Authorized Officer *
/ NameOfOfficer /

Date of mailing *
26/11/2021

Importance

Notifications to be sent by
Email (email@address.com)

The applicant has authorized notifications to be sent by email in addition to a paper copy.

Cancel Preview **Generate and Upload Form**

Please use the button PREVIEW, verify that the language, date and importance are correctly reflected in the draft IPEA/416 before clicking the button Generate and Upload.

The generated form is added automatically to the Documents section of the IA; under the sub section 'Record as held by IB.

IPEA424-COMMUNICATION IN CASES FOR WHICH NO OTHER FORM IS AVAILABLE

Capacity IPEA Action IPEA424-Communication in Cases for Which No Other Form Is Applicable	
Language English	
Reply due * REPLY DUE within	
Number * 2	Days/Months * months
from the date of mailing [e.g. 10 days, 2 months]	
Communication *	

Reply due within: Select this radio button and enter the number of days or months (e.g. 10 days or 2 months) from the date of mailing as deadline for the reply.

No Reply due: Select this option if no reply is required.

Communication: This is a mandatory field.

Please use the button PREVIEW, verify that the language, date and importance are correctly reflected in the draft IPEA/424 before clicking the button Generate and Upload.

The generated form is added automatically to the Documents section of the IA; under the sub section 'Record as held by IB.

IPEA ROUTING OF IPEA DOCUMENTS FOR PROCESSING EPCT ACTIONS IN EPCT HAS BEEN ENABLED

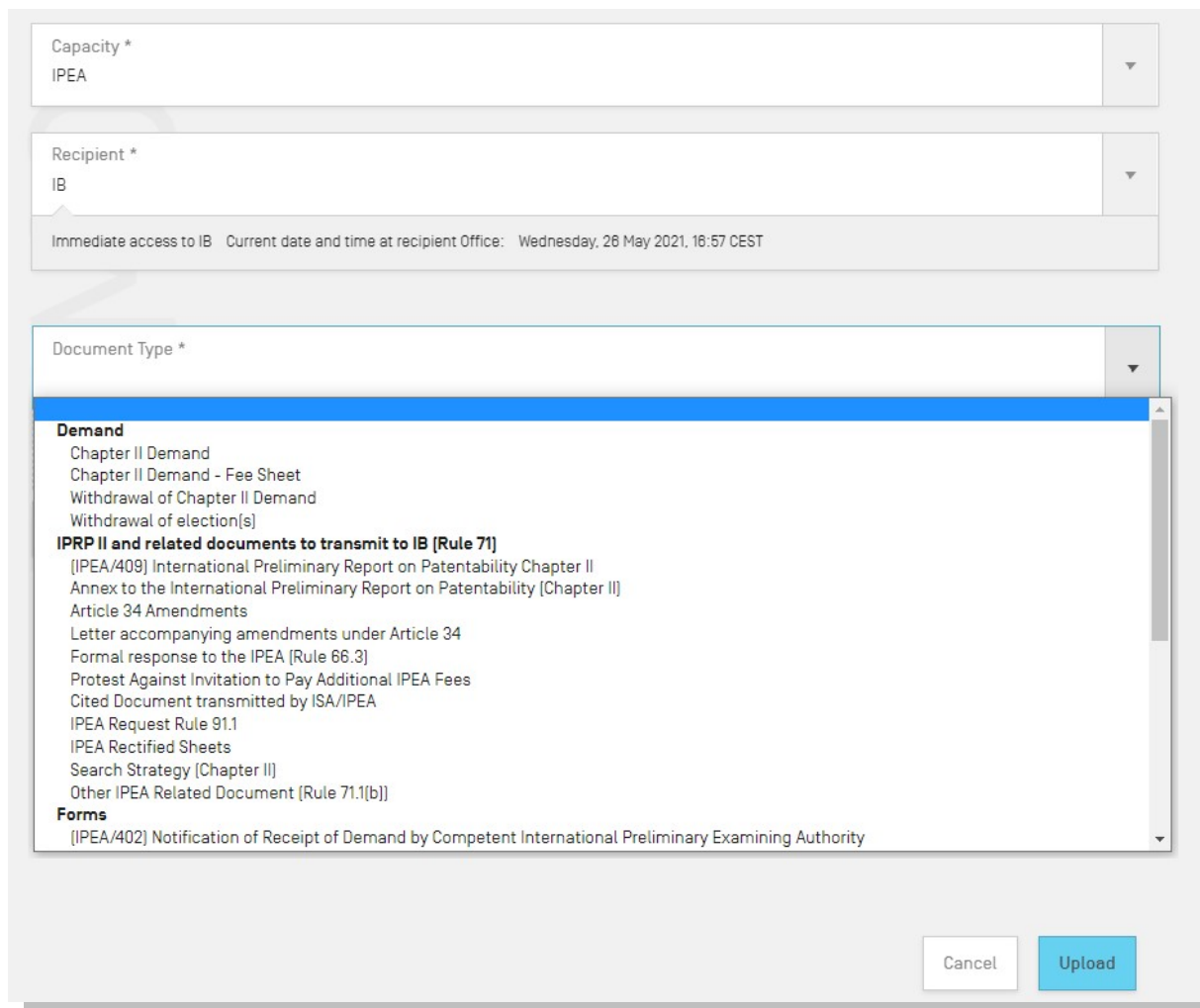
The routing of IPEA documents for processing ePCT Actions for IPEAs that have selected ePCT processing for Chapter II has been enabled. This means that new Demands created in ePCT, rather than being sent to the IPEA via EDI, will appear in the task list in ePCT for the IPEA.

ACTIONS ON DOCUMENTS

Uploading and Processing Subsequently filed documents

UPLOAD ISA/IPEA DOCUMENTS

Uploading documents is done only through the section Documents. Open an IA, open Documents section and click the button 'Upload'. In the screenshot below the IPEA documents that should be uploaded to the IB are shown:



The screenshot shows a web interface for uploading documents. It features three main dropdown menus:

- Capacity ***: Set to IPEA.
- Recipient ***: Set to IB.
- Document Type ***: A list of document types is displayed, including:
 - Demand**
 - Chapter II Demand
 - Chapter II Demand - Fee Sheet
 - Withdrawal of Chapter II Demand
 - Withdrawal of election(s)
 - IPRP II and related documents to transmit to IB [Rule 71]**
 - [IPEA/409] International Preliminary Report on Patentability Chapter II
 - Annex to the International Preliminary Report on Patentability [Chapter II]
 - Article 34 Amendments
 - Letter accompanying amendments under Article 34
 - Formal response to the IPEA [Rule 66.3]
 - Protest Against Invitation to Pay Additional IPEA Fees
 - Cited Document transmitted by ISA/IPEA
 - IPEA Request Rule 91.1
 - IPEA Rectified Sheets
 - Search Strategy [Chapter II]
 - Other IPEA Related Document [Rule 71.1(b)]
 - Forms**
 - [IPEA/402] Notification of Receipt of Demand by Competent International Preliminary Examining Authority

At the bottom right of the form are two buttons: "Cancel" and "Upload".

The system displays automatically one or more options under 'Capacity' and 'Recipient', depending on your access role(s), the capacity of your Office for the selected IA (RO, ISA and IPEA) and the status of the IA (e.g. New IA-RO Phase, Not yet published, etc.).

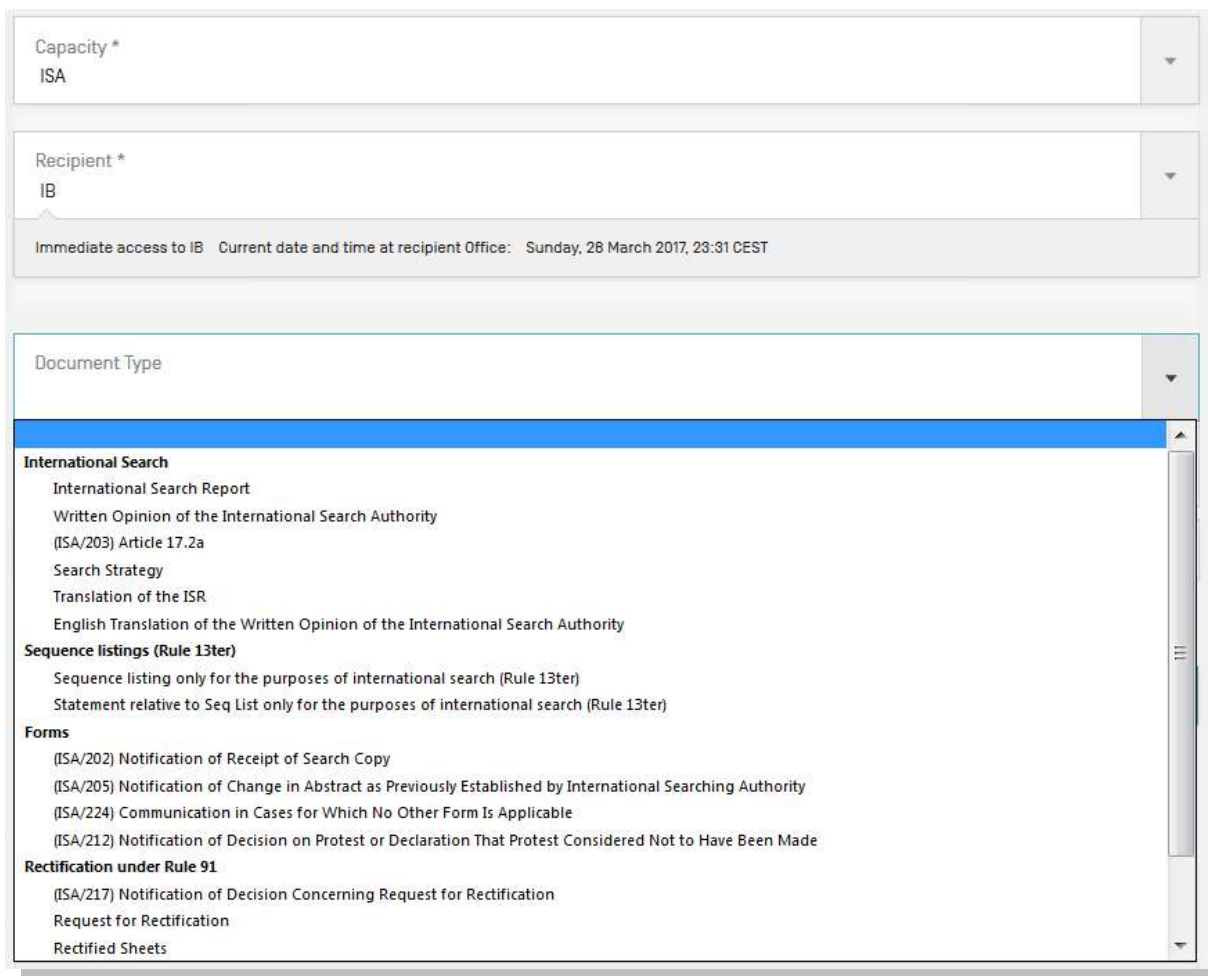
The list of recipients is enabled depending on whether the Office (as recipient) accepts eRouted documents via ePCT. For more information, please refer to Office Profile - section '[ePCT processing settings](#)'

Note: If the ISA and the IPEA are not yet defined for the selected IA (e.g. filing type Paper), then the system will not display the radio buttons ISA and IPEA.

Note: Choose the specific capacity in which the document is being uploaded. To upload subsequent documents in a different capacity, choose another role and upload other document types.

List of document types:

The list of document types changes based on the selected capacity. The following screenshot shows an example of an upload document done by an Office in its capacity as ISA:



The screenshot shows a web interface for document upload. It features three main dropdown menus:

- Capacity ***: Set to "ISA".
- Recipient ***: Set to "IB".

Below the Recipient dropdown, a status bar indicates: "Immediate access to IB Current date and time at recipient Office: Sunday, 26 March 2017, 23:31 CEST".

The **Document Type** dropdown is expanded, showing a list of document types categorized as follows:

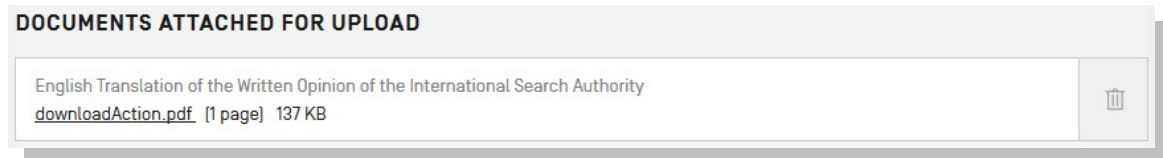
- International Search**
 - International Search Report
 - Written Opinion of the International Search Authority
 - (ISA/203) Article 17.2a
 - Search Strategy
 - Translation of the ISR
 - English Translation of the Written Opinion of the International Search Authority
- Sequence listings (Rule 13ter)**
 - Sequence listing only for the purposes of international search (Rule 13ter)
 - Statement relative to Seq List only for the purposes of international search (Rule 13ter)
- Forms**
 - (ISA/202) Notification of Receipt of Search Copy
 - (ISA/205) Notification of Change in Abstract as Previously Established by International Searching Authority
 - (ISA/224) Communication in Cases for Which No Other Form Is Applicable
 - (ISA/212) Notification of Decision on Protest or Declaration That Protest Considered Not to Have Been Made
- Rectification under Rule 91**
 - (ISA/217) Notification of Decision Concerning Request for Rectification
 - Request for Rectification
 - Rectified Sheets

7. Choose first the capacity of your Office (e.g. ISA)
8. Select the recipient ('My Office' is selected by default). The list of recipients depends on the status of the IA (e.g. for IAs that are in status 'New IA – RO Phase' only 'My Office' is proposed as recipient. You will not be able to upload document to the attention of the IB or another office ISA or IPEA before the Record Copy is sent to the IB).
9. Select the right document type from the list of available documents and then click 'Add

Document'

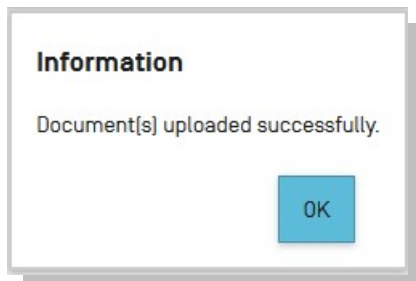
Note: In case you do not find the right document type in the proposed list, you can select 'RO Document', 'ISA Document' or 'IPEA Document'.

10. Select the PDF document to be uploaded and click 'Open'. The document will appear at the bottom in the list of uploaded documents showing the document type; the File Name and File size:

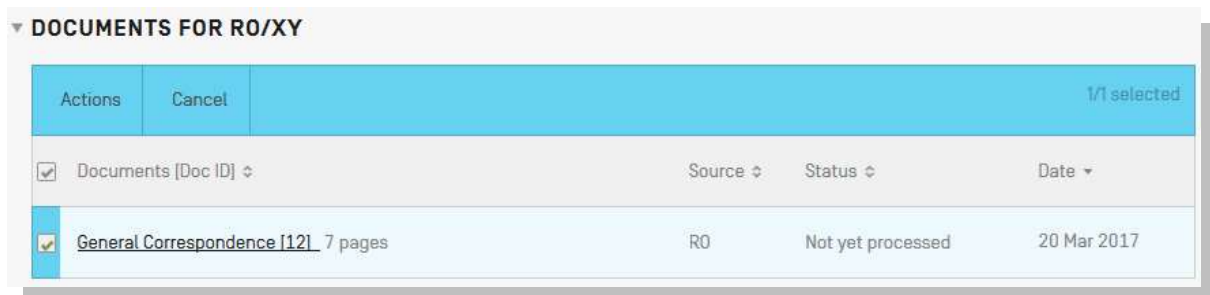


11. Click the 'Upload' button to confirm the upload.

If the document is uploaded successfully, then you will get the following information message:



12. The system refreshes the IA screen and displays the Documents section with the document uploaded in the right recipient section (e.g., if the recipient was ISA, the document is displayed in the section 'Documents for ISA/EP').



In case the recipient Office has the possibility to process documents in ePCT, a set of actions on documents will be automatically added to the list.

Please refer to the paragraph '[Actions on documents](#)' for more details about how to process and transmit uploaded documents.

Add an Informal Note for the processing team at the IB

When selecting IB as recipient when uploading documents, then the system will offer a choice to send an informal message about the uploaded documents. Check the box and add a message in case you wish to provide an explanation about the uploaded document(s):

Add informal note

Message *

You message will be included in the generated ePCT cover letter.

PROCESS THE DOCUMENT TYPE: RECTIFIED SHEETS (RULE 91)

As office user you can index the document by defining the pages corresponding to the applicant's 'Request for rectification under Rule 91.1' and accepted or refused rectified sheets pages. Once the user confirms the processing of the document, the system watermarks automatically each page of the document by indicating: whether the page is a request for rectification, an accepted or refused rectified sheet and the system will also indicate the receipt date of the processed pages.

The following screenshot shows how to process the 'Rectified Sheets':

- Check the box corresponding to the document
- Select the action 'Process' and click OK

Perform action on selected document(s) *

Process

Please index the pages contained in this document [eg. 1,2,3,5-12]

Request Rule 91.1

1-1

Rectified sheet(s) **accepted** by the ISA

2-3

Rectified sheet(s) **refused** by the ISA

The selected document contains 3 page(s)
Number of pages indicated: 3

Generate ISA/217

<input checked="" type="checkbox"/>	Documents [Doc ID] ▾	Source ▾	Status ▾	Date ▾	
<input checked="" type="checkbox"/>	Rectified Sheets [23] 3 pages	ISA/CN	Not yet processed	24 May 2018	More

The system displays the following fields:

- Request Rule 91.1 submitted by the applicant
- Rectified sheet(s) accepted by the ISA
- Rectified sheet(s) refused by the ISA
- You can indicate the page numbers corresponding to each field (e.g. Rectified sheets accepted by the ISA : 2-4,7 means that pages 2 to 4 and page number 7 of the document are accepted)

The system shows the total number of pages of the document and calculates automatically the number of pages indicated.

The indication of page numbers should not include space or blank (e.g. 2-4, 7)

If the number of pages indicated is different from the total number of pages, you will get this error message:



Offices, using this ePCT function to process and transmit their documents, are no longer requested to stamp each page of the document type 'Rectified Sheets'. All accepted pages will be automatically stamped 'RECTIFIED SHEETS (RULE 91)' by the system:

RECTIFIED SHEETS (RULE 91)

Each page is watermarked (accepted, refused or Request Rule 91.1) based on the page numbers you entered in each field:

Request Rule 91.1 received on 24 May 2018

Accepted sheets received on 24 May 2018

Refused sheets received on 24 May 2018

It is possible to generate the form ISA/217 while processing the Rectified sheets document by checking the box "Generate ISA/217" Generate ISA/217 (refer to ISA/217 section of this document).

Perform action on selected document(s) *

Process

Please index the pages contained in this document (eg. 1,2,3,5-12)

Request Rule 91.1

1-1

Rectified sheet(s) accepted by the ISA

2-3

Rectified sheet(s) refused by the ISA

The selected document contains 3 page(s)
Number of pages indicated: 3

Generate ISA/217

Language: English | Date of mailing *: 24/05/2018

ISA decision *
Authorize the rectification as requested by the applicant

Rectification taken into account for the purposes of the search *
The rectification will be or has been taken into account for the purposes of the international search (Rule 43.6bis(a))

Authorized Officer *
/ Office user

Notifications to be sent by
Email [kai.kan@wipo.int]

The applicant has authorized notifications to be sent by email.

Cancel | Preview ISA/217 | **Confirm**

If this option is used, after the confirmation of the processing of the documents by the user, the system will propose to send automatically the ISA/217 with a copy of the processed Rectified sheets to the IB.

Confirmation required

Do you want to transmit the rectified sheets and a copy of form ISA/217 to the International Bureau?

If the user clicks on “Yes” the documents will be sent to the IB. However, by clicking on “No” the Processed Rectified sheets and the ISA/217 will remain in status “Processed” in the Documents for ISA section.

DOCUMENTS FOR ISA/CN					
<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ↕	
<input type="checkbox"/>	ISA/217) Notification of Decision Concerning Request for Rectification [24] 1 page	ISA/CN	Processed	24 May 2018	More
<input type="checkbox"/>	Rectified Sheets [23] 3 pages	ISA/CN	Processed	24 May 2018	More

DESIGNATED OFFICES (DO) FUNCTIONS

Office users with ePCT-DO access role are able to search and open any IA for which their Office is designated.

The ePCT DO function allows you to send to the IB, through an online action (**Notify National Phase Entry**), an indication that an IA has entered the national phase in your Office. This function also makes available documents which are not available through PATENTSCOPE, such as cited documents uploaded with a third party observation.

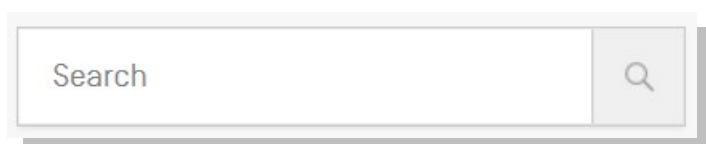
Office users who do not have ePCT-DO role or their Office is not designated for a particular IA will not be able to use the ePCT DO function.

For more information on how to get ePCT-DO access role please refer to the paragraph [How can I access ePCT](#).

SEARCHING INTERNATIONAL APPLICATIONS

As DO Office user you can search all published applications and unpublished applications for which the applicant has requested early national phase.

The current ePCT release allows you to search only by IA number:



A search input field with the word "Search" inside and a magnifying glass icon on the right side.

The IA number can be entered in various formats, e.g., EP2010/000123, PCT/EP2010/000123, EP10/123 or simply EP10123.

- Enter the IA number and click the button Search.
- The system opens the IA with two sections: Documents and Actions:

PCT/IB2015/080216

Team at IB PCT R0/IB Team

This is an unpublished application for which you currently have no access rights.

▶ **ACTIONS**

▶ **DOCUMENTS**

ACTIONS

NOTIFY NATIONAL PHASE ENTRY TO THE IB

Click the section Actions and select the action '**Notify National Phase Entry**':

▼ **ACTIONS**

Actions & Forms

Capacity *
D0

ACTIONS
Notify National Phase Entry
Notify National Phase Event

When selecting this action the system checks whether a notification of national phase entry has already been made or not. In case a notification of national phase entry has been already performed and a correction of the date or the Application number is required, it is possible to resubmit the notification of national phase entry. Data will be automatically updated.

National phase entry has already been notified by your Office. Resubmitting this action will overwrite the data already provided.

Otherwise, the system displays the following screen:

Capacity D0 Action Notify National Phase Entry	
National Application Number *	Date of National Phase Entry * 27/03/2017
Authorized Officer * / Office USer	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

- Enter the National Application Number:

National Application Number * CN 123456	Date of National Phase Entry * 27/03/2017
--	--

The country code is set by default and cannot be modified

The number format should be up to 15 characters, limited to alphanumeric plus space, slash (/) and hyphen (-)

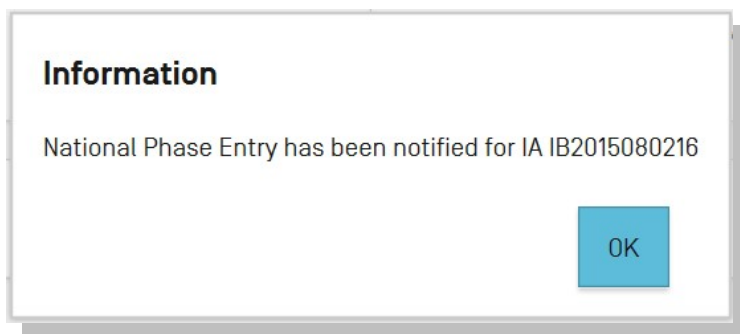
Date of National Phase Entry: set by default to DO current date, but can be replaced by an earlier date. In case you indicate a date that is more than one month ago, you get the following confirmation message:

Confirmation required

Indicated date of national phase entry is more than one month ago. Do you wish to continue?

Click 'No' to modify the date of national phase entry, or click YES to continue.

After the confirmation, you get the following information message:



By clicking OK, the system refreshes the IA and under Documents section, Record as held by the IB, two new documents are available:

<input type="checkbox"/>	Information concerning national phase entry [65] 1 page	D0	Processed	Document i...
<input type="checkbox"/>	[IB/345] Communication in Cases for Which No Other Form is Applicab...	IB	IB outgoing form	27 Mar 2017

If the IA is not published, a notification Form IB/345 is automatically generated and sent to the international phase applicant (or agent) warning that pre-publication access has been granted to the file.

Example of the generated form IB/345:

PATENT COOPERATION TREATY

ADVANCE E-MAIL

PCT

COMMUNICATION IN CASES FOR WHICH
NO OTHER FORM IS APPLICABLE

From the INTERNATIONAL BUREAU

To:

NANJAPPAN, Puvaneswari
KASS International Sdn. Bhd.
Suite 8-7-2, Menara Mutiara Bangsar
Jalan Liku Off Jalan Riong, Bangsar
Kuala Lumpur, 59100
MALAISIE

Date of mailing (<i>day/month/year</i>) 19 November 2014 (19.11.2014)	
Applicant's or agent's file reference P3343-KM	REPLY DUE see paragraph 1 below
International application No. PCT/MY2012/000021	International filing date (<i>day/month/year</i>) 03 February 2012 (03.02.2012)
Applicant PALANISAMY, Krishna Moorthy	
<p>1. <input type="checkbox"/> REPLY DUE within months/days from the above date of mailing <input type="checkbox"/> NO REPLY DUE, however, see below <input checked="" type="checkbox"/> IMPORTANT COMMUNICATION <input type="checkbox"/> INFORMATION ONLY</p> <p>2. COMMUNICATION:</p> <p>Singapore has indicated that this international application entered the national phase prior to international publication on 19/11/2014 with national application number SG SC123456. The documents on file at the International Bureau are now available to that Office.</p>	

Example of the generated document 'Information concerning national phase entry':

ePCT Office Action

Information Concerning National Phase Entry

State Intellectual Property Office of the People's Republic of China - DO/CN

IA Number:
PCT/EP2015/001111

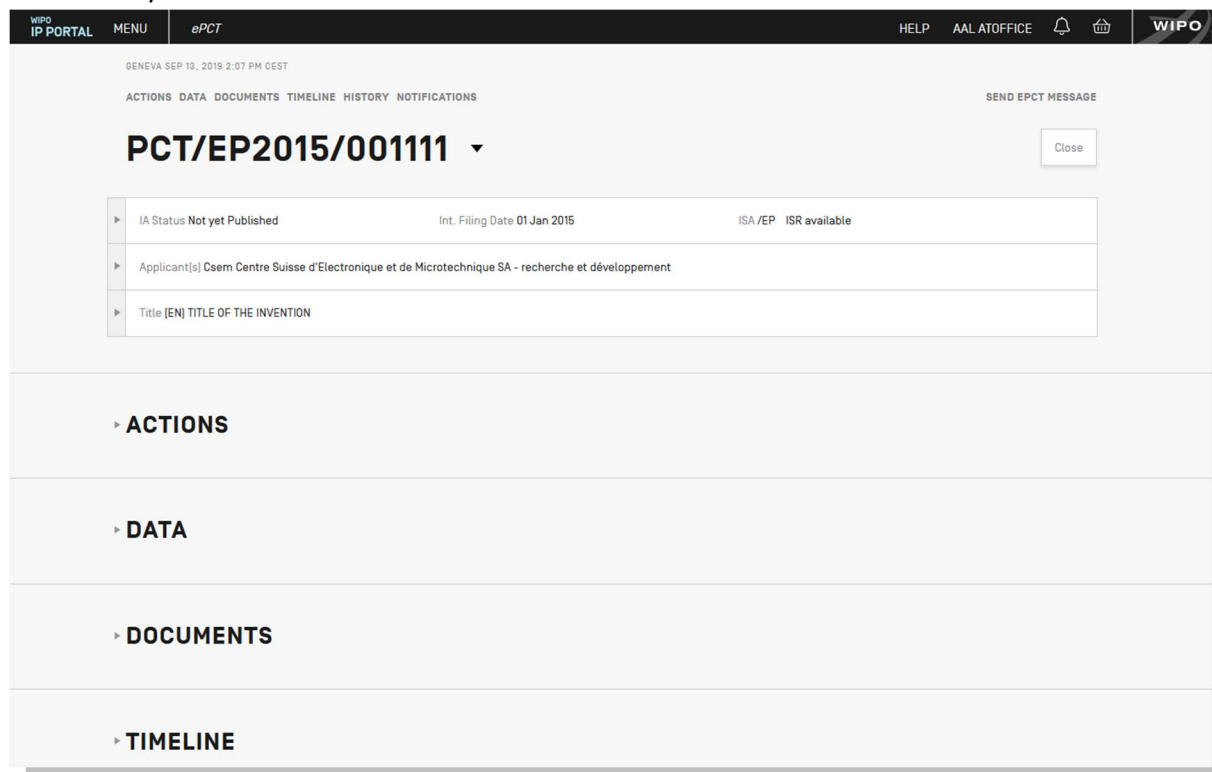
International Filing Date:
01 January 2015

National Application Number:
CN12345

Date of National Phase Entry:
27 March 2017

Authorized Officer: /Office USer/
Date: 27 March 2017 08:29:07 CEST
ePCT User: Processing team Chinese
Authentication: Sign-in with strong authentication

Once you have successfully submitted a notification of national phase entry for a 'Not yet published IA', the system allows all users from the same Office, who have ePCT-DO access role, to access immediately the IA:



The screenshot shows the WIPO IP Portal interface. The top navigation bar includes 'WIPO IP PORTAL', 'MENU', 'ePCT', 'HELP', 'AAL.ATOFFICE', and 'WIPO'. The main content area displays the following information:

GENEVA SEP 18, 2019 2:07 PM CEST

ACTIONS DATA DOCUMENTS TIMELINE HISTORY NOTIFICATIONS

SEND EPCT MESSAGE

PCT/EP2015/001111

IA Status Not yet Published	Int. Filing Date 01 Jan 2015	ISA/EP ISR available
Applicant(s) Csem Centre Suisse d'Electronique et de Microtechnique SA - recherche et développement		
Title [EN] TITLE OF THE INVENTION		

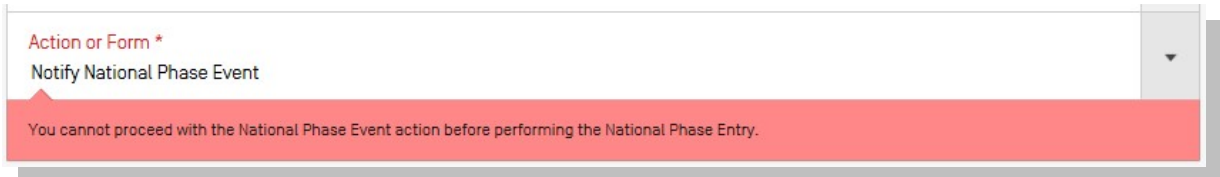
Below the table, there are four expandable sections:

- ▶ ACTIONS
- ▶ DATA
- ▶ DOCUMENTS
- ▶ TIMELINE

More documents and information are made available through different screens: Documents section, Bibliographic Data, Timeline and History.

NOTIFY NATIONAL PHASE EVENT

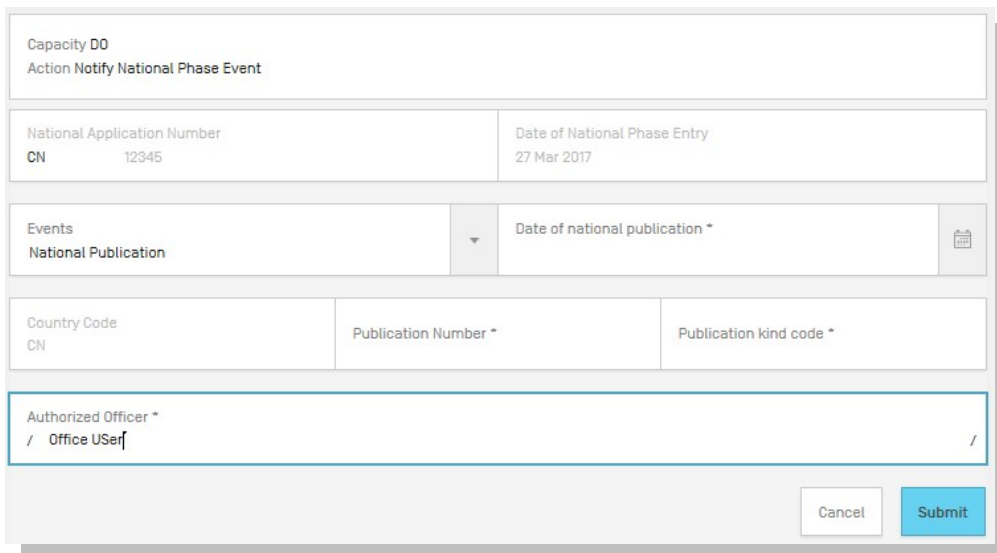
This action allows Designated Offices to record a notification about a national phase event. This action requires a National phase entry to be recorded first.



Action or Form *
Notify National Phase Event

You cannot proceed with the National Phase Event action before performing the National Phase Entry.

On selecting the action, the national phase application number and date of national phase entry are displayed (or 'Not Known' if the information cannot be retrieved). A drop down list of possible events is proposed:



Capacity DO
Action Notify National Phase Event

National Application Number
CN 12345

Date of National Phase Entry
27 Mar 2017

Events
National Publication

Date of national publication *

Country Code
CN

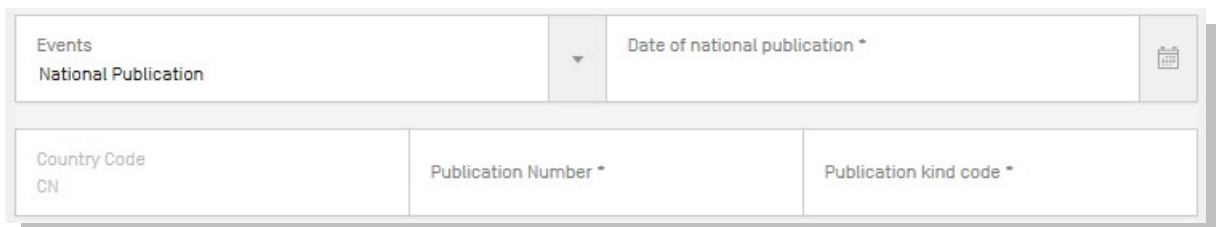
Publication Number *

Publication kind code *

Authorized Officer *
/ Office User /

Cancel Submit

NATIONAL PUBLICATION EVENT (DEFAULT SELECTION)



Events
National Publication

Date of national publication *

Country Code
CN

Publication Number *

Publication kind code *

The date of national publication is mandatory and cannot be in the future (according to the time zone of the relevant Office).

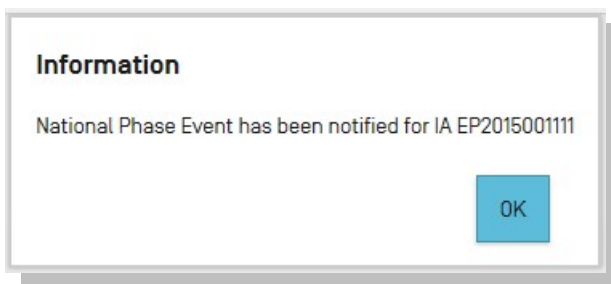
The number and kind code for national publication are mandatory.

If the date of national publication is earlier than one month in the past then the following warning message is displayed, asking the user whether to continue or not:




Clicking the button 'No' cancels the operation. The user can modify the date and proceed again.

Clicking 'Yes' will confirm the action and proceed with the next step. An information message about the notification of a national phase event is displayed:

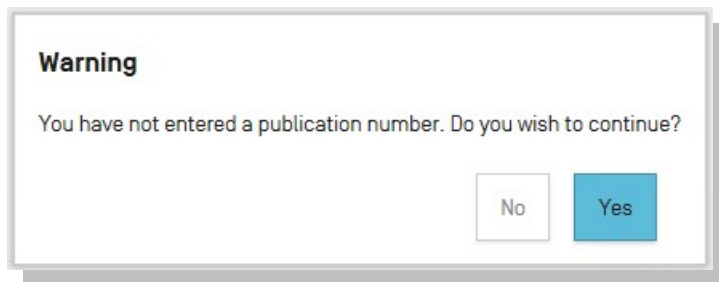


GRANT

Events Grant	▼	Date of grant *	
Country Code CN	Publication Number	Publication kind code	

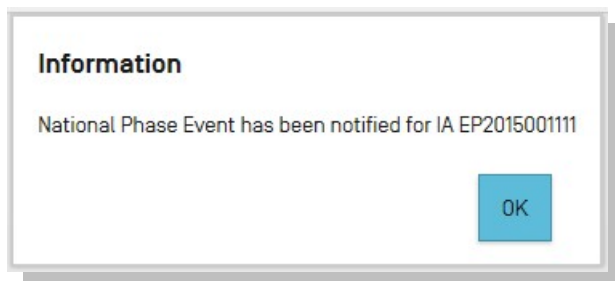
The date of grant is mandatory and cannot be in the future (according to the time zone of the relevant Office).

The number and kind code for national publication are NOT mandatory. The user gets a warning message in case this information is missing:



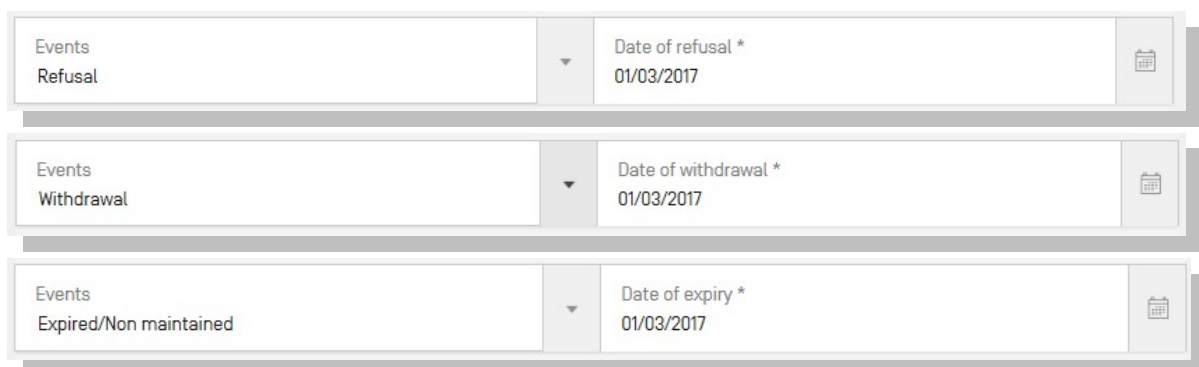
Clicking the button 'No' cancels the operation. The user can enter the publication number and kind code and submits again the action.

Clicking YES will confirm the action and proceed with the next step. An information message about the notification a national phase event is displayed:



REFUSAL, WITHDRAWAL, EXPIRED/NON MAINTAINED, NON-ENTRY

In each of the above mentioned cases, a date selection box is provided labelled "Date of refusal", "Date of grant", "Date of withdrawal", "Date of expiry" or "Date of non-entry":



The date is mandatory and cannot be in the future (according to the time zone of the relevant Office).

REQUEST NATIONAL PHASE ENTRY DOCUMENTS

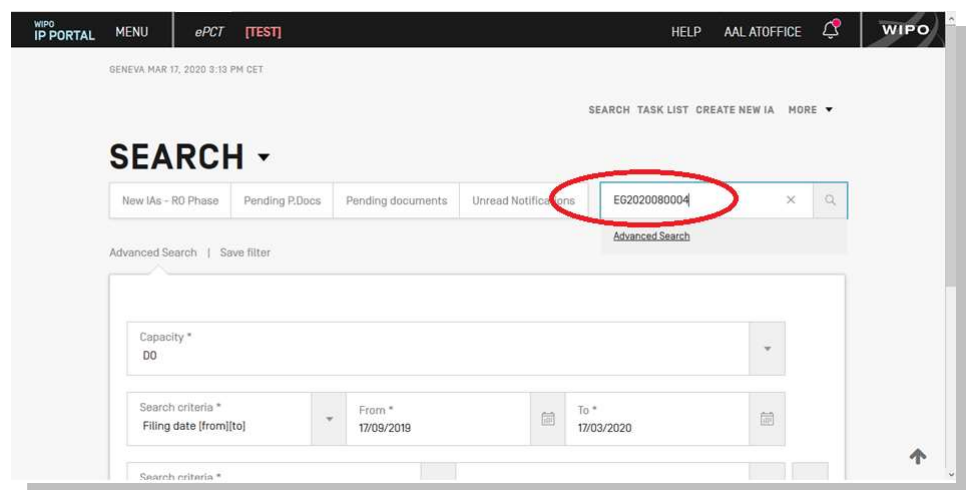
The aim of this Action is to offer to all Designated Offices entering in national phase the ability to request from the IB documents that are not (yet) available in PATENTSCOPE or ePCT.

The DOs accessing the IAs in ePCT will have access to the documents that are made publicly available on PATENTSCOPE for published IAs and need to perform the existing action "National Phase Entry" on unpublished IAs for early national phase entry cases. When requesting documents the status of the IA is validated and an error message displayed when the IA is unpublished and the "National Phase Entry" action has not been performed for the IA.

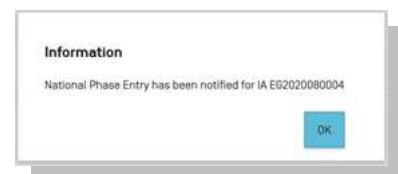
In the case a document is not (yet) available in PATENTSCOPE or in ePCT, this action enables DO users to request document(s) not yet available at IB. For example, translations of written opinions may not yet have been completed; having been requested, once available at IB, they will be transmitted to the DO.

This action will evolve in time since we are starting with simple function. The next step is to have a more "intelligent" action that will give more information to users and make documents available to DOs in an automatic manner. The expected workflow for an Office user using this function is as follows:

In ePCT, Enter IA number in the search box



If pre-publication, complete the ePCT Action for Early National Phase Notification



Review available documents to identify if the required documents are available and download in ePCT.

Now, request any documents not yet present in the file use the ePCT Action 'Document Request for Authorities':

ACTIONS DATA DOCUMENTS TIMELINE HISTORY NOTIFICATIONS Close

Title [AR] THIS IS THE TITLE OF THE INVENTION

ACTIONS

Actions & Forms

Capacity *
DD

Action or Form *

ACTIONS

- Notify National Phase Entry
- Notify National Phase Event
- Request outstanding document(s)**

Specify the required documents:

Capacity DD
Action Request outstanding document(s)

Documents *

- Written opinion of the ISA
- English translation of the written opinion of the ISA
- International preliminary report on patentability (Chapter II)
- English translation of the international preliminary report on patentability (Chapter II)
- International preliminary report on patentability (Chapter II)
- English translation of the international preliminary report on patentability (Chapter II)
- Supplementary international search report
- Priority document(s)
- Other document(s):

Other document(s) *

Some other important document

Authorized Officer *
/ AAL ATOFFICE

Cancel Preview **Submit**

Receive a confirmation of request and view a request saved in the application:

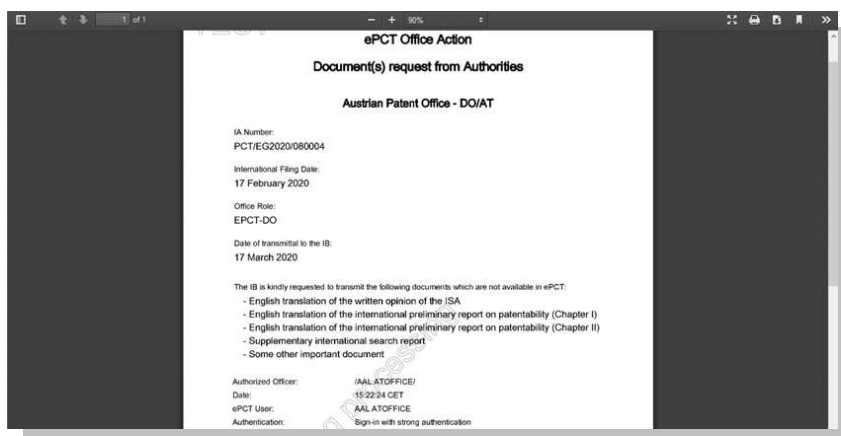
Information

Request for outstanding document(s) submitted successfully.

OK

ACTIONS DATA DOCUMENTS TIMELINE HISTORY NOTIFICATIONS Close

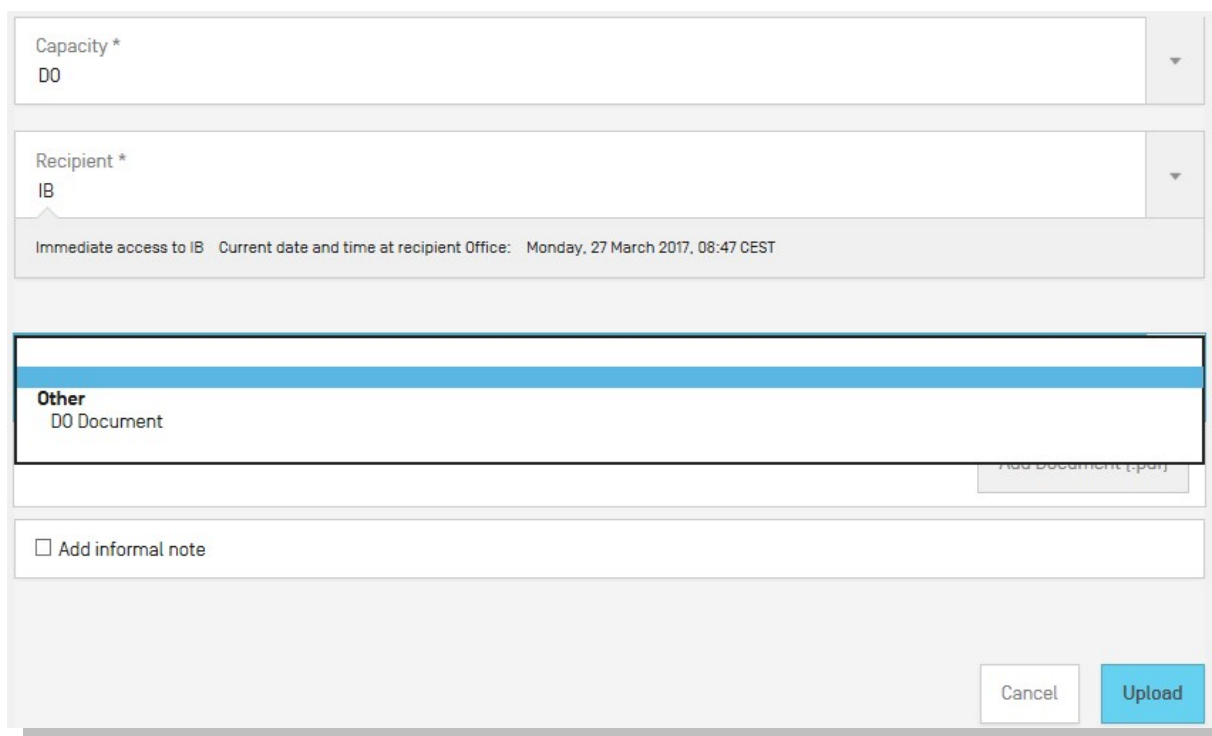
<input type="checkbox"/>	Documents [Doc ID] s	Source	Status	PATENTSCOPE	Date	View	More
<input checked="" type="checkbox"/>	Document request from Authorities 1106L_1 page	DD/AT	Not yet processed	Pending proc...	17 Mar 2020	View	More
<input type="checkbox"/>	Information concerning national phase entry 1105L_1 page	DD/AT	Processed	Not yet (publ...	17 Mar 2020	View	More
<input type="checkbox"/>	IB/245L Communication in Cases for Which No Other F... 1 page	IB	IB outgoing form	Pending proc...	17 Mar 2020	View	More
<input type="checkbox"/>	Declaration (v)1184L_1 page	ePCT	Processed	Not yet (publ...	11 Mar 2020	View	More
<input type="checkbox"/>	IB/245L Notification Concerning the Filing of Amendments 1 page	IB	IB outgoing form	Not yet (publ...	11 Mar 2020	View	More
<input type="checkbox"/>	ISA/208L Invitation to Pay Additional Fees and Where App... 1 page	ISA/IG	Processed	Not yet (publ...	10 Mar 2020	View	More
<input type="checkbox"/>	Withdrawal of International Application 185L_1 page	ePCT	Processed	Not yet (publ...	09 Mar 2020	View	More
<input type="checkbox"/>	Withdrawal of International Application 174L_1 page	ePCT	Processed	Not yet (publ...	08 Mar 2020	View	More
<input type="checkbox"/>	Withdrawal of International Application 173L_1 page	ePCT	Processed	Not yet (publ...	08 Mar 2020	View	More
<input type="checkbox"/>	Withdrawal of priority claim 171L_1 page	ePCT	Processed	Not yet (publ...	08 Mar 2020	View	More



The Document request will remain unprocessed at IB until the requested documents become available, and, once available, will be sent using the normal transmission process to the Office

UPLOADING DOCUMENTS AS DO

As DO Office user you can upload only one document type 'DO Document' and choose IB as recipient (see screenshot below):

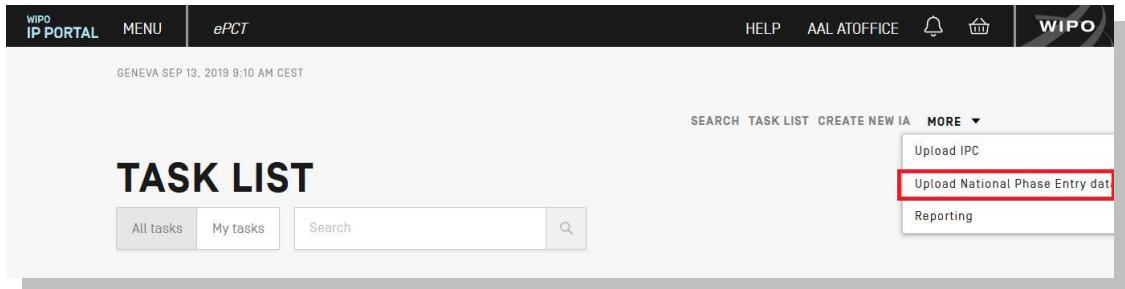


UPLOAD OF NATIONAL PHASE ENTRY DATA FILE USING A CSV OR XML FILE

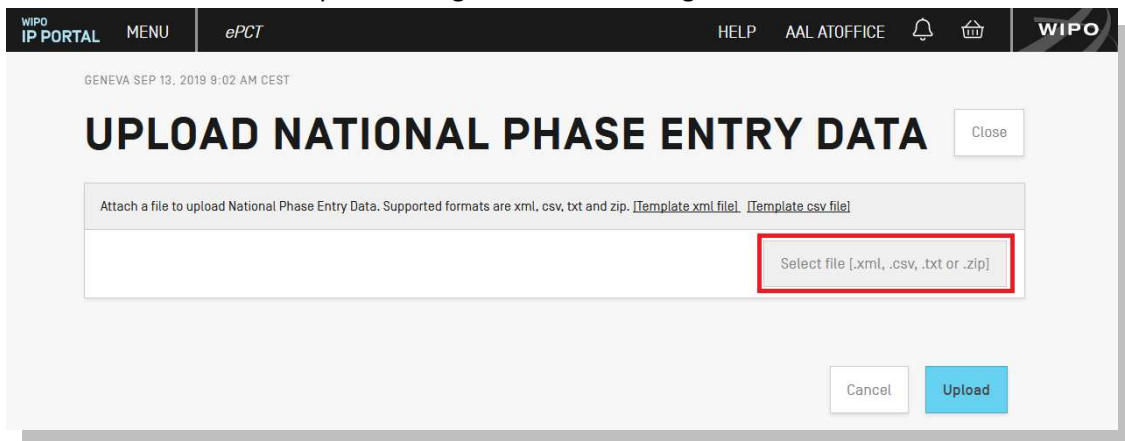
The possibility to upload National Phase Entry data in bulk, from a file extracted from a local system, has been added to the drop down menu to enable the automatic upload of this information by users

at Offices where this data is not transmitted by EDI. This method of transmitting the National Phase Entry data is provided in addition to the ePCT actions previously mentioned in this user guide. The ePCT action is aimed at allowing the transmission of National Phase Entry information for individual International Applications.

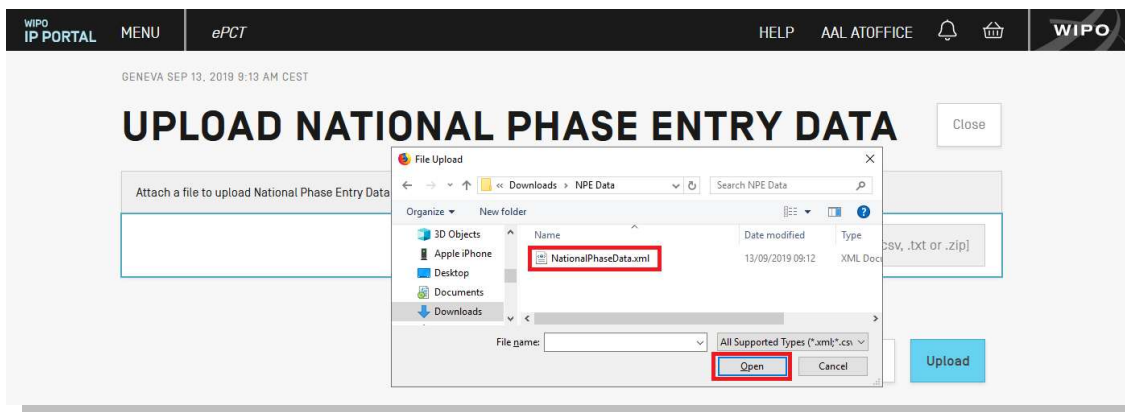
- To access the upload National Phase Entry data function click the link on the drop down menu:



- The function offers a file upload dialogue accessed through the “Select file” button:



- The file to be uploaded must be selected. Once the file has been selected the processing of the data will start:



- When the processing of the file is completed the screen will list the records successfully recognized and those which cannot be loaded:

- Should there be entries that are invalid the user has the option to cancel, correct the file and repeat the action, or alternatively, the use can proceed and complete the upload of the data by clicking the upload
- Should the file be incorrectly formatted the following message will be displayed:

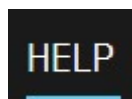
SUPPORT

Should you have any questions or require any assistance, please contact:

- For PCT business related questions: the PCT Operation Team at IB as indicated in the Documents section header:

**Example of an IA processed by IB processing Team Number 5**

- For technical questions or queries about ePCT, digital certificates or access roles, please send an e-mail to pct.eservices@wipo.int or contact the [PCT eServices Help Desk](#) by clicking on



and 'CONTACT US' and filling in the web form.

[End of document]