Mr. Daren Tang

Director General

World Intellectual Property

Organization (WIPO)

34, Chemin des Colombettes

1211 Geneva 20

Dear Mr. Tang,

The [National Authority] presents its compliments to the World Intellectual Organization (WIPO) and, on behalf of the Government of [Country], would like to express interest in joining the Inventor Assistance Program (IAP).

The participation in the IAP would [a statement of how the IAP is expected to benefit the country].

We hereby also confirm our intent agreeing to abide with the IAP Guiding Principles, and have the pleasure to provide the following information:

**Statistics on Patent Filings**

1. [number] of resident patent applications were filed *pro se* (without representation) in [year/period];
2. [%] % of these applications were rejected on procedural grounds, including [formalities, abandonments, failure to request substantive examination, untimely reply to office action].

**National Focal Point**

The functions of the national IAP focal point responsible for day-to-day management of the Program on the national level would be fulfilled by:

[name, position, organization]

**National Screening Board**

The composition of the national screening board to evaluate IAP applications would include the representatives of:

[titles of local institutions/organizations]

**Volunteers**

Following the consultations with patent specialists/attorneys/agents, [number] patent specialists expressed interest to become IAP volunteers (the list is attached), and [number] of them are skilled to provide patent drafting services in the following technical fields: [list of specific technical fields].

**Support Groups**

The Program would be supported by the following organization, providing relevant services for innovators, including in the field of patent search:

[titles of institutions/organizations, e.g. local TISCs]

**Eligibility Criteria**

We would like to propose the following eligibility criteria

1. Income eligibility criteria:

[for individual inventors]

[for small businesses]

1. Invention eligibility criteria:

[if any, e.g. potential commercial impact]

The Government of [Country] represented by [Authority/Agency] would actively participate in the implementation and tailoring of the Program to the local needs and practices, as well as in the promotion of the Program in [Country], including outreach efforts to inform inventors of the Program’s existence and eligibility criteria. The following events are proposed for [year/period] to ensure the launch and promotion of the Program:

[titles, foreseen audience, preliminary dates]

We are looking forward to becoming a part of this very important and valuable initiative.

Sincerely yours,