

E-FILING OF  
PATENT APPLICATIONS  
IN INDIA

**A User Manual**

## **USER MANUAL**

This User Manual explains the steps for electronic-filing (e-Filing) of a Patent Application in India. This Manual details various steps and the procedure that is to be followed while filing a patent application on-line. The Patent Office would gradually switch over to a completely paper-less office in a phased manner. Development of back-end operation for e-processing is in an advanced stage. The Patent Office in the coming months would provide on-line tutorials to guide customers at every steps from e-Filing and electronic processing (such as examination, correspondence, publication, opposition, hearing, registration, renewal and assignment), thus, truly facilitating a transparent, error free and round the clock services. It wishes to acknowledge the contribution of National Informatics Centre (NIC) for this dream project.

### **Certifying Authority**

The Information Technology (IT) Act, 2000 provides for use of Digital Signatures on the documents submitted in electronic form in order to ensure the security and authenticity of the documents filed. Certification Agencies are appointed by the office of the Controller of Certification Agencies (CCA) under the provisions of IT Act.

The Controller General of Patents, Designs and Trade Marks (CGPDTM) has stipulated a Class-III category certificate for e-Filing of Patent and Trade Marks applications in India. A person who already has a specified Digital Signature Certificate (DSC) for any other application can use the same for e-filing of a patent application and is not required to obtain a fresh DSC.

The e-Filing systems for Patents and Trade Marks are designed to support Class III Digital Signature Certificates (DSCs). You may obtain your Class III DSC from the following Certifying Authorities in India :

1. (n) Code Solutions
2. TCS
3. Safe Script

## **Authorised Bank**

The e-Filing systems for patent and trade mark are designed to support Electronic Fund Transfer (EFT) using State Bank of India (SBI) & Axis Bank Payment Gateways. You may use Internet Banking facility of SBI & Axis Bank for Electronic Fund Transfer.

## **Pre-requisites for e-Filing**

- Your system must have Client Software application that can accept the data and documents for e-Filing of patent applications and later upload it to the XML version with Digital Signature. The Client Software for e-Filing can be downloaded from e-Filing portal of the office of the CGPDTM after on-line registration.
- A individual or a Patent Agent or a proprietor or an organisation can file its applications electronically.
- Without registering, no individual can file an application on-line.
- For e-Filing, your computer must have the following components installed :-
  - Windows-XP
  - Internet Explorer v6.0 and above
  - Digital Signature
  - Broadband connectivity for Internet
  - .NET Framework

## **Procedures and Guidelines for e-Filing of Patent Applications**

1) Who can file a patent application on-line?

Any Individual (Indian national or foreigner) or a registered Patent Agent can file a patent application on-line.

2) How to create your Login account so as to access on-line Patent Application Filing System?

If the applicant is totally new to this system and does not have User ID, he can register on-line. After successful registration & uploading Digital Signatures, the user will get system generated user name and password to access the system

3) From where can I get the Digital Signature?

You can get your Digital Signatures from(n) Code Solutions, TCS & Safe Script.

4) Where can I deposit the fee?

You can deposit the fee through SBI & Axis Bank Net Banking.

# e-Filing of Patent Applications

## 1.0 URL for e-Filing

The URL for accessing the portal for e-Filing of patent applications is :

[http://ipindiaonline.gov.in/on\\_line](http://ipindiaonline.gov.in/on_line)

**E-filing of Patent Application - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Government of India  
Ministry of Commerce & Industry  
Department of Industrial Policy & Promotion  
Controller General of Patents Design and Trade Marks  
*E-filing of Patent Application*  
Welcome to the E-filing portal of Indian Patent Office(IPO)

**INTELLECTUAL PROPERTY INDIA**  
PATENTS | DESIGNS | TRADE MARKS  
GEOGRAPHICAL INDICATIONS

Steps for e-filing of Patent Application

1. For using this Portal click on link '**On-line Registration for New User**'
2. Complete On-line Registration process for getting User Id & Password.
3. Login to E-Patent portal after successful registration.
4. Download **Client Software** for preparing Patent Application(s) offline.
5. Fill Patent Application offline and generate an XML file using **Client Software**.
6. After creating application(XML) file offline, Digitally Sign the XML file(Max. file size permitted 15 MB) for uploading on to the IPO Server.
7. Login into E-Patent portal for uploading Application XML file on IPO Server.
8. Upload & Submit Digitally Signed XML file to IPO Server.
9. Process Application for EFT (Fee Transaction).
10. Review Application Status on E-Patent Portal.
11. On successful EFT acknowledgement details would be displayed/ generated.
12. Print Acknowledgement. Click on "Print" to generate printout of acknowledgement.

**On-line Registration for New User**

User ID :

Password :

**Login**

[Forgot your password?](#)

**Instructions to use the system**  
[Help Desk](#)  
[FAQs](#)  
[Disclaimer](#)

[Installation Guidelines of new PKI Component for \(n\)Code, TCS and SafeScript Certificates for e-Filing of Patent application](#)

This is the main page of the portal for e-filing of patent applications to Indian Patent Office (IPO). All users have to register themselves on-line for using the system. Click on the link '**On-line Registration for New User**'.

## 2.0 On-line Registration of New User

For the registration of a new user, he will have to fill and submit the following on-line registration form by clicking on the link '**On-line Registration for New User**'.

### On-line Registration of New User

Fields marked with an asterisk \* are required.

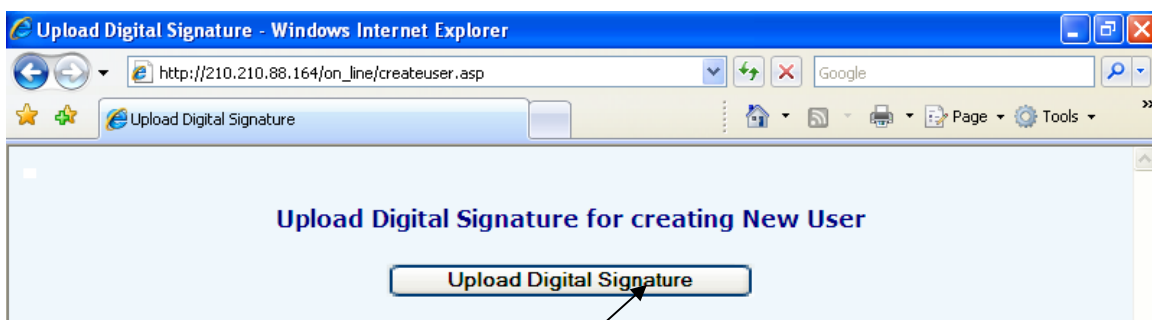
Type of Applicant	<input type="text" value="Natural Person"/>
Agent Code (if registered)	<input type="text"/>
* Applicant's Domicile/Place of Business	<input type="text"/>
For Foreign Applicants -- Address for service in India	<input type="text"/>
* Name of Applicant	<input type="text"/>
Office Address	<input type="text"/>
Town/City/District	<input type="text"/>
State/Union Territory	<input type="text"/>
Pin Code	<input type="text"/>
Telephone Number(with STD/ISD Code)	<input type="text"/>
* E-mail Id	<input type="text"/>
* Select Identity Proof	<input type="text" value="--"/>
* Identity Details No.	<input type="text"/>
<b>Organisation Details</b> [Corporate Office/Head Office/Registered Office Address etc.]	
* Mandatory for Organisation/Legal Entity	
* Organisation Name	<input type="text"/>
* Address	<input type="text"/>
Town/City/District	<input type="text"/>
State/Union Territory	<input type="text"/>
PIN Code	<input type="text"/>
Telephone No.(STD/ISD)	<input type="text"/>
Corporate Web Site(URL)	<input type="text"/>
* Income Tax Account No.	<input type="text"/>
<b>If You Forget Your Password..</b>	
Secret Question	<input type="text" value="-"/>
Your Answer	<input type="text"/>

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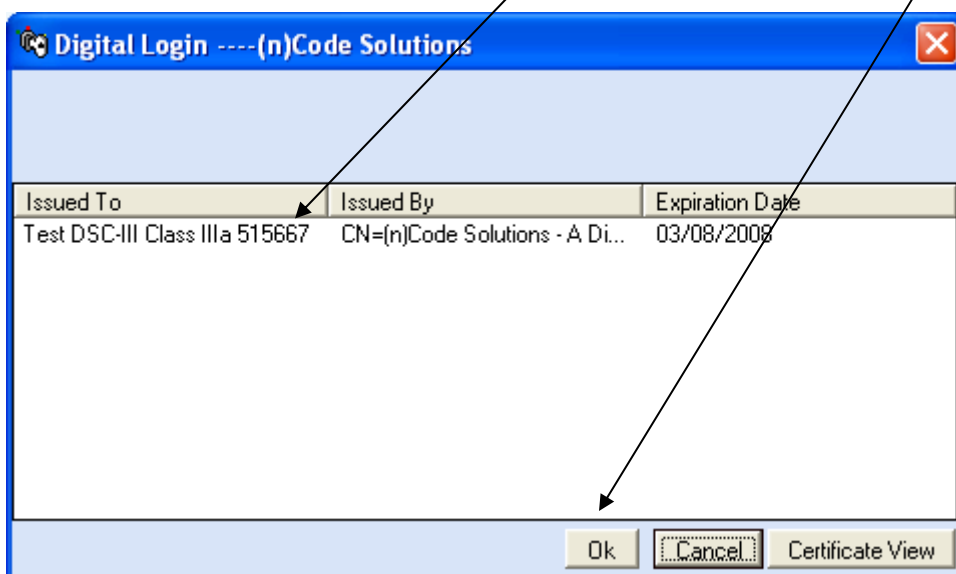
\* Enter the code shown above:

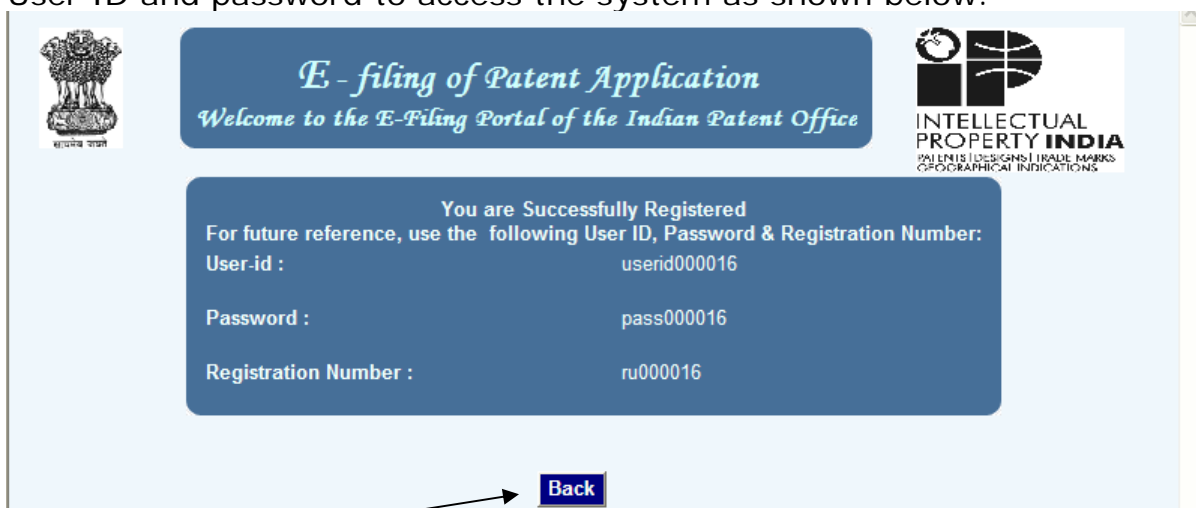
After filling up the form successfully when the user clicks on the '**Register**' button, the system asks to upload user's Digital Signature.



Click on the button **'Upload Digital Signature'** to upload Digital Signature of the user. Select the certificate and click on OK Button.



After the successful registration user will be given a system generated User ID and password to access the system as shown below.



Click on **Back** Button to go back to main screen. This password has to be changed by the concerned user after the first login.

### 3.0 Login into the system

The user has to provide this **User ID** and **Password** at the time of first login. Now the following screen is displayed. Change the password here.

**Change Password**  
To change your password, provide the following information, and then click Submit.

User-ID:	userid000122
Old Password:	<input type="text"/>
New Password: (8-15 Characters)	<input type="text"/>
Confirm Password: (8-15 Characters)	<input type="text"/>

After the successful password change option the following page is displayed. This web page would provide all the options present in the online patent filling application.



The screenshot shows the home page of the e-filing portal. At the top left is the Indian government emblem. The main header reads "e-filing of Patent Application" and "Welcome to the e-filing Portal of the Indian Patent Office". On the right is the "INTELLECTUAL PROPERTY INDIA" logo. The user is logged in as "USER : [userid000062](#)". A red notification states: "Download the Client Software, as Client Software is Updated On 15/01/2008 and Maximum Size to upload the XML file is now 15 MB." A central menu box contains the following options:

- ▶ Download the Client Software
- ▶ Upload Digitally Signed Patent Application [.xml.p7sec File]
- ▶ Payment(EFT/CreditCard) Gateway for Fee Transaction
- ▶ View List of Filed application(s)
- ▶ Know Status of Application(s)
- ▶ Generate & Print Acknowledgement
- ▶ Change Password
- ▶ Log Out

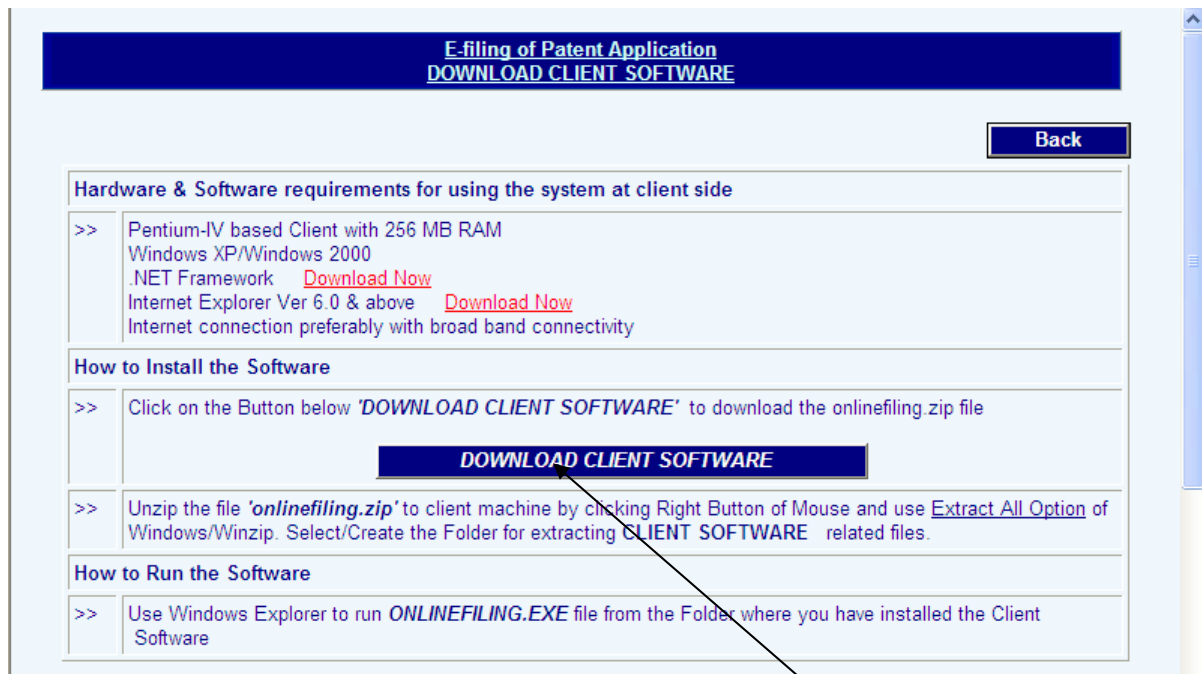
All the options are in a step-by-step manner. This means that if a new user is trying to work through the portal then he will have to follow the top-to-bottom approach.



The steps are as follows:

- i Download the Client Software on your local machine on which you are working by clicking on the option '[Download the Client Software](#)'.
- ii Using this client software, create and digitally sign the patent application XML file.
- iii Upload the patent application using the option '[Upload Digitally Signed Patent Application \[.xml.p7sec File\]](#)'.
- iv The application fee is automatically calculated at the time of uploading the Application.
- v Make the Payment by Clicking on the option '[Payment\(EFT/ Credit Card\) Gateway for Fee Transaction](#)'.
- vi You can view the list of filed application & applications by click on option '[List of Filed Application\(s\)](#)'.
- vii To check the status of your application, click on the option '[Know Status of Application\(s\)](#)'.
- viii To generate or print the application, click on the option '[Generate & Print Acknowledgement](#)'.
- ix To change password click on option '[Change Password](#)'

#### **4.0 Download Client Software**



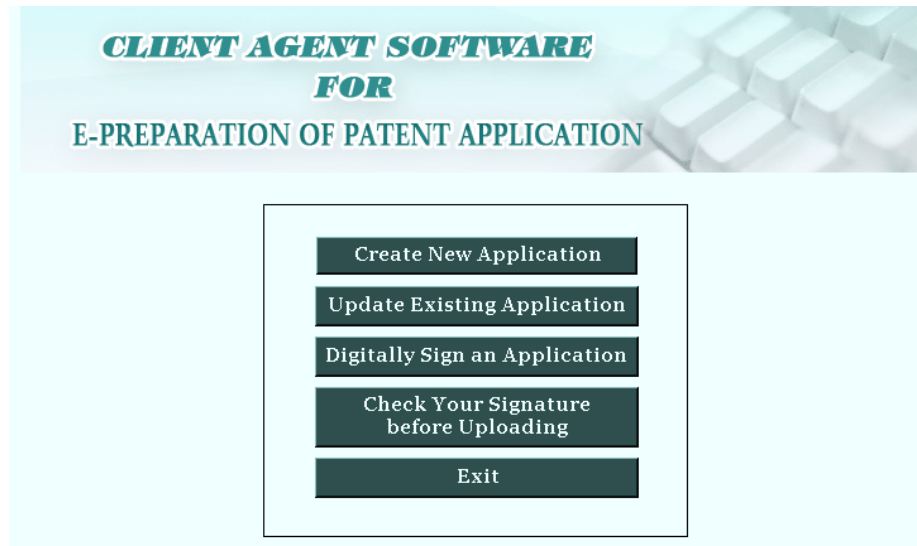
The screenshot displays a web page titled "E-filing of Patent Application" with a sub-header "DOWNLOAD CLIENT SOFTWARE". A "Back" button is located in the top right corner. The main content is organized into several sections:

- Hardware & Software requirements for using the system at client side**: Lists requirements such as "Pentium-IV based Client with 256 MB RAM", "Windows XP/Windows 2000", ".NET Framework" (with a "Download Now" link), "Internet Explorer Ver 6.0 & above" (with a "Download Now" link), and "Internet connection preferably with broad band connectivity".
- How to Install the Software**: Instructs users to "Click on the Button below 'DOWNLOAD CLIENT SOFTWARE' to download the onlinefiling.zip file". A prominent blue button labeled "DOWNLOAD CLIENT SOFTWARE" is centered below this instruction.
- How to Run the Software**: Instructs users to "Use Windows Explorer to run ONLINEFILING.EXE file from the Folder where you have installed the Client Software".

Please follow all the instructions specified on this web page before starting the use of the Client Software. Click on button '**DOWNLOAD CLIENT SOFTWARE**' To download the software.

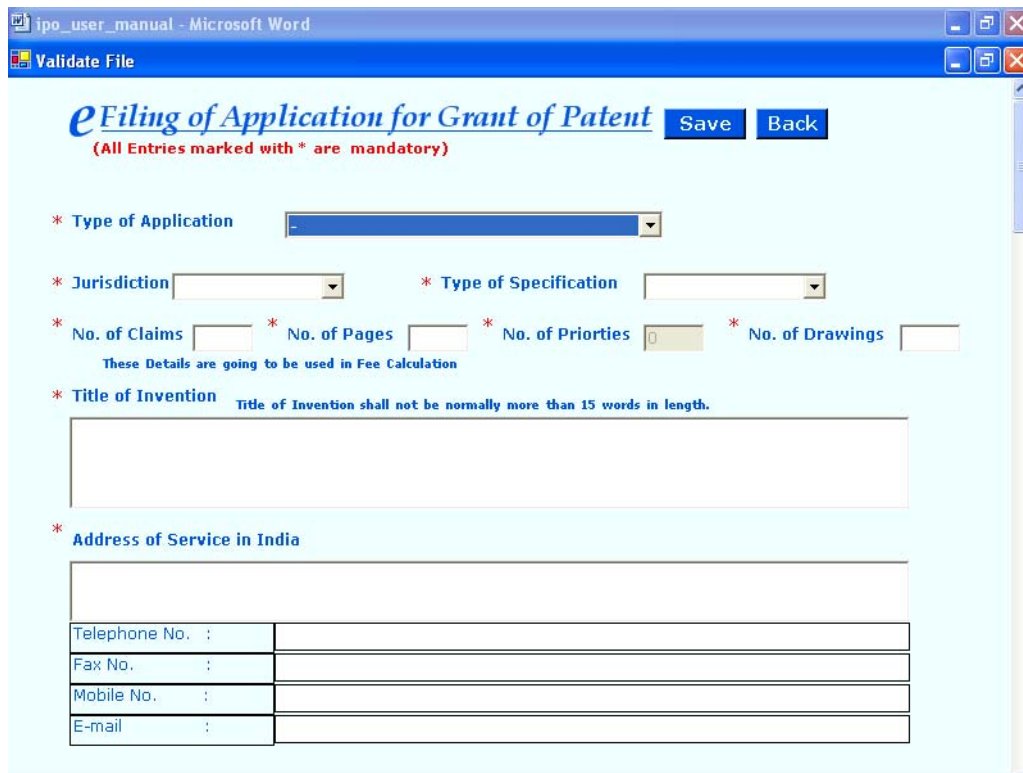
## 5.0 Using Client Software

When you double click on onlinefiling.exe file from the folder where you installed the software the following screen is displayed.



### 5.1 Create New Application

Click on 1<sup>st</sup> button '**Create New Application**' to create new application. & the following screen is displayed.



ipos\_user\_manual - Microsoft Word

Validate File

**Filing of Application for Grant of Patent** Save Back

(All Entries marked with \* are mandatory)

\* Type of Application

\* Jurisdiction  \* Type of Specification

\* No. of Claims  \* No. of Pages  \* No. of Priorities  \* No. of Drawings

These Details are going to be used in Fee Calculation

\* Title of Invention Title of Invention shall not be normally more than 15 words in length.

\* Address of Service in India

Telephone No. :	<input type="text"/>
Fax No. :	<input type="text"/>
Mobile No. :	<input type="text"/>
E-mail :	<input type="text"/>

At the bottom of form there are buttons to attach documents (like Complete Specification, Drawings, Priority Documents, Translation of

Priority documents, Statement and Undertaking (Form-3), Power of attorney, Declaration of Inventor-ship (Form-5)). To attach a document check the desired checkbox and the **Attach** button will be activated. Click on Attach button to attach a document (.doc, .pdf, .xls etc.). You can use **Preview** button to view the attached document.

that this application may be treated as deemed to have been filed on----- under sec.16 of the A

The said invention is an improvement in or modification of the invention particulars of which are give

**Following are the attachments with the application :**

Provisional Specification	<input type="checkbox"/>	Attach...	Preview
Complete Specification( in conformity with the international application ) as amended before the International Preliminary Examination Authority(IPEA), as applicable	<input type="checkbox"/>	Attach...	Preview
Drawings(in conformity with the international application ) as amended before the International Preliminary Examination Authority (IPEA), as applicable	<input type="checkbox"/>	Attach...	Preview
Priority documents	<input type="checkbox"/>	Attach...	Preview
Translation of priority document/specification/international search reports	<input type="checkbox"/>	Attach...	Preview
Statement and undertaking (Form-3)	<input type="checkbox"/>	Attach...	Preview
Power of Authority	<input type="checkbox"/>	Attach...	Preview
Declaration of Inventor-ship (Form-5)	<input type="checkbox"/>	Attach...	Preview

**Date of Filing Statement n Undertaking on (Form(3))** 07/07/2007

After filling the form click on "save" button at top. When you click on the "save" button, the following screen is displayed. Enter the file name (Between 5-10 characters) and click on Save Button.

**Enter Application File Name :**

(Length of File Name should be between 5-10 characters)

Save Back

## 5.2 Update an existing Application

Click on 2<sup>nd</sup> button '**Update an existing Application**' to update an existing application and the following screen is displayed.

The screenshot shows a web browser window with a 'selectfile' dialog box open. The dialog box has a 'Select File Name:' dropdown menu with 'appl1.xml' selected and an 'Open' button. The main application form in the background is titled 'Filing of Application for Grant of Patent' and contains various fields for application details. A red message indicates 'Current File Size allowed :2MB)'. The form includes fields for 'Type of Application', 'Jurisdiction', 'No. of Claims', 'No. of Pages', 'No. of Priorities', 'No. of Drawings', 'Title of Invention', and 'Address of Service in India' (including Telephone No., Fax No., Mobile No., and E-mail). A 'Save' button and a 'Back' button are visible at the top right of the form.

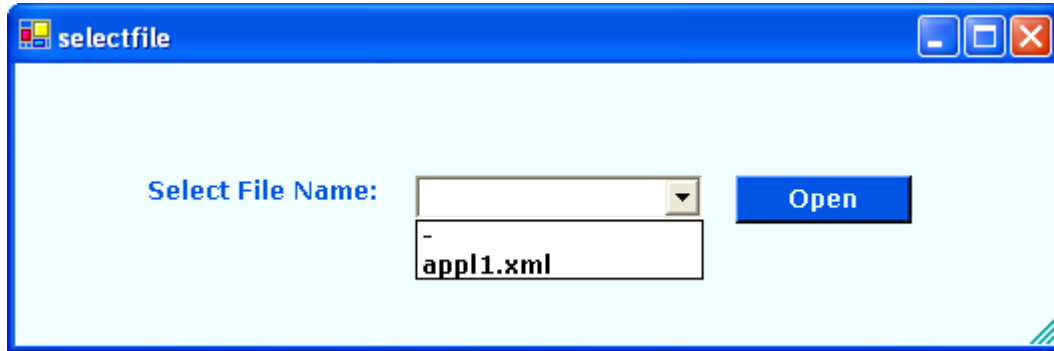
Select the file from the dropdown list and click on **Open** button.

The screenshot shows a web browser window with a 'Validate File' dialog box open. The dialog box has a 'Validate File' dropdown menu and a 'Validate' button. The main application form in the background is titled 'Filing of Application for Grant of Patent' and contains various fields for application details. A red message indicates 'Current File Size : 0.01 MB (Maximum File Size allowed :2MB)'. The form includes fields for 'Type of Application', 'Jurisdiction', 'No. of Claims', 'No. of Pages', 'No. of Priorities', 'No. of Drawings', 'Title of Invention', and 'Address of Service in India' (including Telephone No., Fax No., Mobile No., and E-mail). A 'Save' button and a 'Back' button are visible at the top right of the form. Two arrows point from the 'Save' and 'Back' buttons in the dialog box to the corresponding buttons in the main form.

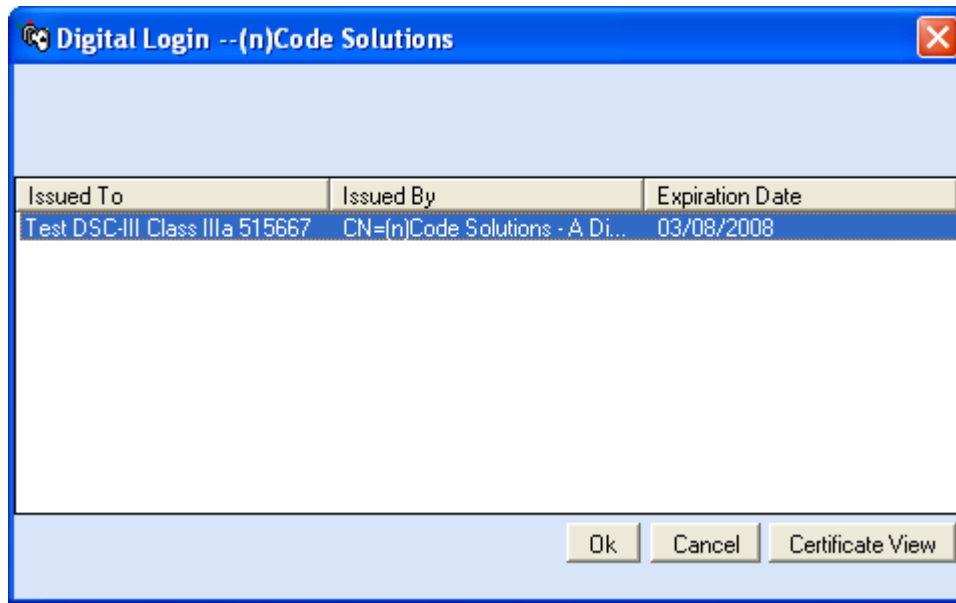
Make the desired changes and click on **Save** button. Monitor the size of your XML file so that it does not exceed the maximum file size allowed.

### 5.3 Digitally signing an application

Click on 3<sup>rd</sup> button '**Digitally Sign an Application**' to digitally sign the Application XML File. After clicking the button, the system will ask you to select the Application XML file to be signed. Select the file and click on Open button



When you click on Open button the following window appears for selecting the Digital Signature. Select the Digital Login and click on OK button.

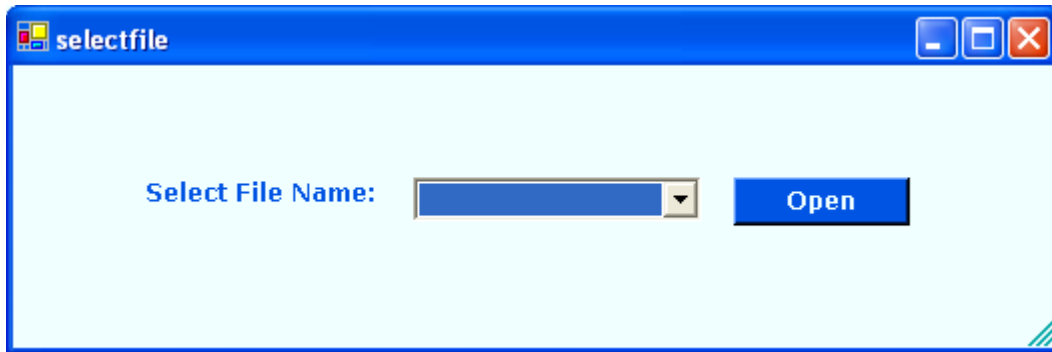


After successful signing you will see the adjacent Message Box. Click on OK Button to go back to main screen. After successful signing the system will automatically create .xml.p7sec file of .xml file.

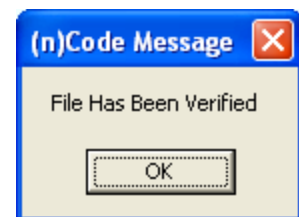


## 5.4 Check your Signature before Uploading

If you want to check your Digital Signature, click on 4<sup>th</sup> button '**Check your Signature before Uploading**' to verify the signature. Here also same window is displayed.



After clicking the button the system will ask you to select the Application XML file to be verified. Select the file from drop down list and click on Open button. After successful verification for signing, the system gives this Message Box.



If the file is not verified, the system displays the following Message Box.



## **6.0 Upload Digitally Signed Patent Application [.xml.p7sec File]**

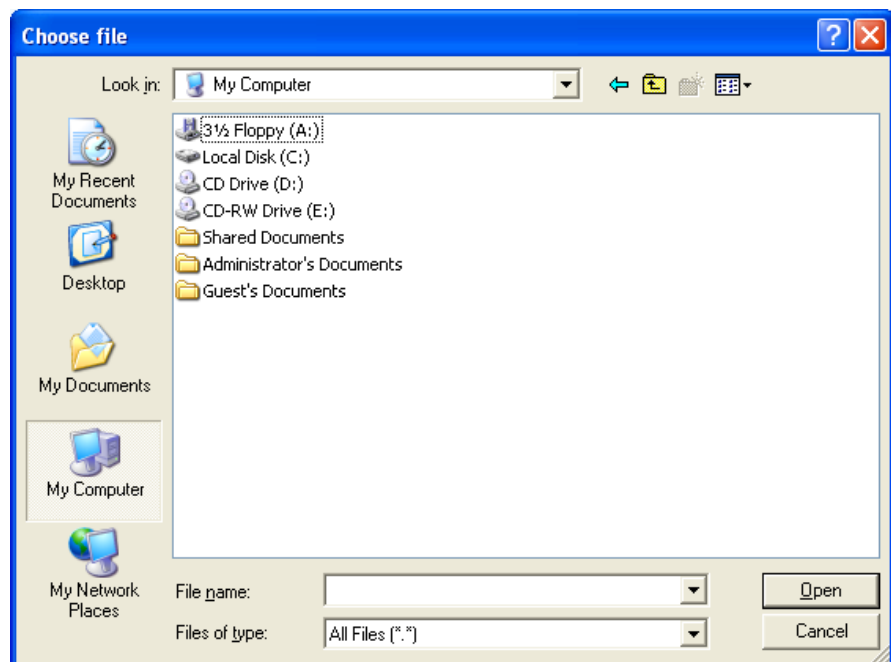
This option is required to upload the digitally signed Application XML file created with the help of client software .

When you click on option '***Upload Digitally Signed Patent Application [.xml.p7sec File]***' the system gives the following window. Click on Browse button to select the file.



The screenshot shows a web form titled "Upload Digitally Signed XML File". It contains a text input field for the file name, followed by a "Browse..." button. Below the input field is a hint: "(Hint : Upload the digitally signed XML file from the folder where you installed the software) (If you created the file with the name xyz, then upload the file xyz.xml.p7sec)". At the bottom of the form are two buttons: "UPLOAD..." and "Go Back to Options".

When you click on Browse button a pop up window appears on your screen as shown here. Select the file from the folder where you installed the Client Software and click on Open Button.



After selecting the file click on '***Upload...'*** button to upload your file to Patent Server.

**Note : Upload only the .xml.p7sec digitally signed file**

After successful uploading the system will give this Message Box.



After successful uploading, the system will generate a temporary Application Number for your electronically filed application as shown below :

**Upload Digitally Signed XML File**

For future reference

Kindly use the Application Reference Number :  
**Temp/6/KOL/2007**

**Go Back to Options**

Click on **'Go Back to Options button'** to go back to main screen and go for payment gateway using the next option.

### **7.0 Payment(EFT/CreditCard) Gateway for Fee Transaction**

The option **"Payment (EFT/Credit Card) Gateway for Fee Transaction"** is used for the online payment of the patent Application fee. When you click on this option, the following window is displayed. Select the Jurisdiction, Bank & mode of payment and click on SUBMIT button.

Kindly select Jurisdiction, Bank & Payment mode : DELHI SBI Online Banking

**SUBMIT** **<< BACK**

When you click on **SUBMIT** button the list of applications (which are ready for payment) is displayed.

**List of Applications waiting for Online Payment**

11 July 2007 **Check Application(s) for Online Payment** User :ru000006

Application Number *	Title Of Invention	Fee	Jurisdiction
<input type="checkbox"/> Temp/6/KOL/2007	hfh	1000	KOLKATA

\* This is a temporary Application Number till payment is made.

**Proceed..** **<< Back**



Check the applications for which you want to make the payment and click on '**Proceed...**' and the following screen is displayed.

11 July 2007 User :ru000006

**You have Selected following Application(s) for Online Payment**

Temporary Application Number Till Payment	Title of Invention	Fees(INR)	Total Fees In Indian Rupees
Temp/6/KOL/2007	hfh	1000	
<b>Grand Total</b>			<b>1000</b>

Here you will see the list of applications which were selected by you in previous screen and the total amount to be paid by the applicant for all the selected applications. Now click on '**Pay Now**' button. This will redirect you to Payment Gateway.

## 8.0 List of Filed Application(s)

This option displays the list of all patent applications that are submitted by the logged in user to the IPO office.

Click on "View" to know status of an Application

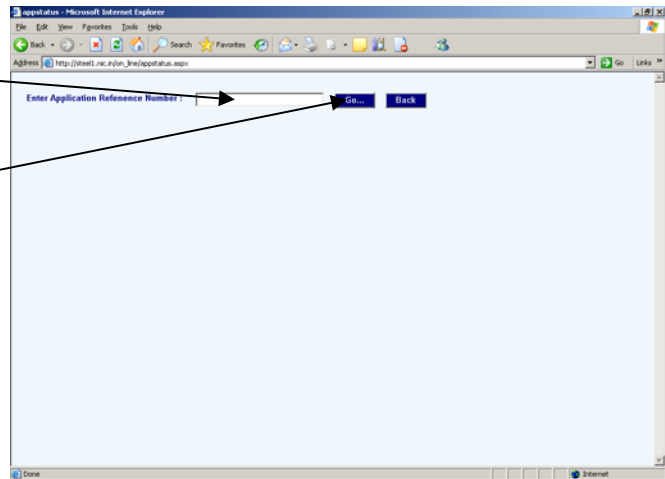
Application Ref. No.	Address for Correspondence	Title of Invention	Date of Filing	Status	
Temp/84/MUM/2007	hjghj	hgj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/42/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/43/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/44/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/45/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/85/MUM/2007	hjghj	hgj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/46/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/47/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/48/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/49/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/50/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/51/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/91/DEL/2007	df	dsfdf	27/6/2007	ACCEPTED	<a href="#">View</a>
TEMP/86/MUM/2007	hjghj	hgj	27/6/2007	ACCEPTED	<a href="#">View</a>
Temp/52/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	<a href="#">View</a>
TEMP/87/MUM/2007	hjghj	hgj	27/6/2007	ACCEPTED	<a href="#">View</a>
TEMP/88/MUM/2007	hghi	hai	27/6/2007	ACCEPTED	<a href="#">View</a>

Click on **View** button to see the details of a particular application.

## **9.0 Know Status of Application(s)**

This option is used to check the status of a particular Application Number submitted by a user.

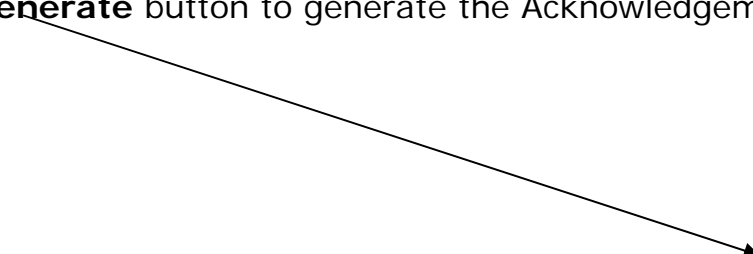
Enter the patent application reference number and click on **GO** button to get the status of the application.



## **10. Generate and Print Acknowledgement**

This option generates the list of accepted applications

Click on the **Generate** button to generate the Acknowledgement Receipt.



**List of Accepted Applications**  
Click on "Generate" to generate acknowledgement

Back

Application Ref. No.	Address for Correspondence	Title of Invention	Date of Filing	Status	
Temp/84/MUM/2007	hghj	hgj	27/6/2007	ACCEPTED	Generate
Temp/42/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/43/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/44/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/45/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/85/MUM/2007	hghj	hgj	27/6/2007	ACCEPTED	Generate
Temp/46/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/47/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/48/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/49/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/50/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/51/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
Temp/91/DEL/2007	df	dsfdf	27/6/2007	ACCEPTED	Generate
TEMP/86/MUM/2007	hghj	hgj	27/6/2007	ACCEPTED	Generate
Temp/52/KOL/2007	kl	iklj	27/6/2007	ACCEPTED	Generate
TEMP/87/MUM/2007	hghj	hgj	27/6/2007	ACCEPTED	Generate
TEMP/88/MUM/2007	hghj	hgj	27/6/2007	ACCEPTED	Generate
Temp/89/MUM/2007	hihi	hai	27/6/2007	ACCEPTED	Generate

## **11. Change Password**

Click on this option to change the current user's password.

It will ask you for the old password and then the new password that you want to change.

## **12. Log out**

Click on this option to close the application.

Always use this option when you want to close the application.

Do not directly close the window.