



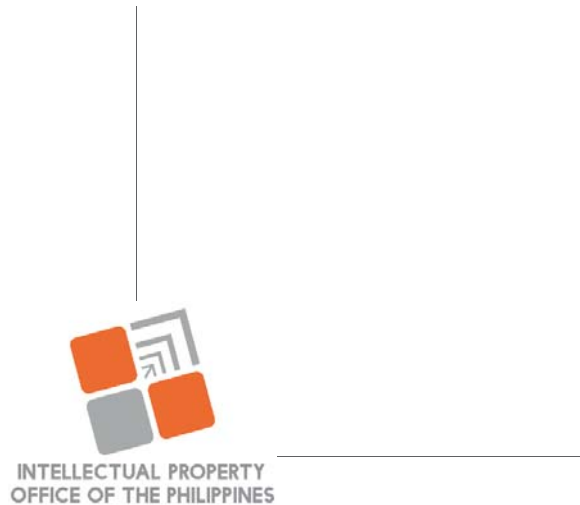
Citizen's Charter

Intellectual Property Office of the Philippines



VISION

An Intellectual Property-conscious Philippines in a demystified, development-oriented, and democratized IP System by 2020
(2020 VISION: 3D IP)



MISSION

We are a knowledge-driven government organization that works towards economic, technological, and socio-cultural development by communicating, enabling, and ensuring the effective use of the Intellectual Property System in all levels of society for the creation, protection, utilization, and enforcement of Intellectual Property.

PERFORMANCE PLEDGE

We, the officials and employees of IP Philippines, commit to provide you timely, efficient, and consistent service by:

- ***Treating you professionally;***
- ***Being accessible;***
- ***Providing quality services;***
- ***Providing accurate, clear, and reliable information;***
- ***Responding promptly;***
- ***Consulting our customers and stakeholders; and***
- ***Responding to feedback.***

We will continuously strive to meet or exceed the service standards and commitments set out below.

Treating You Professionally

We will be positive and helpful to you and provide reasons for any decisions.

Being Accessible

The Intellectual Property Office is open to serve our customers from 8:00 am to 5:00 pm, with no noon break. All frontline services are done at the Ground Floor of our office.

You can access our services through:

Our website www.ipophil.gov.ph

Email info@ipophil.gov.ph or mail@ipophil.gov.ph

Telephones Trunk lines: +632 238-6300 5405 to 5406
Telefax: +632 798-0113

Mail to our office Intellectual Property Office of the Philippines
Intellectual Property Center 28 Upper McKinley Road
McKinley Hill Town Center, Fort Bonifacio
Taguig City, Philippines 1634

Providing Quality Services

We will provide a consistent level of service by ensuring that our processes are established and reliable. However, should we make a mistake, we will acknowledge the fact, apologize, do what we can to rectify the problem and introduce procedures which will stop us from repeating it.

We will regularly measure our customers' level of satisfaction with our services. The results will be used to improve our service delivery.

Providing Accurate and Clear Information

We will ensure that our website is easy to navigate, and can be searched effectively.

We will maintain accurate and up-to-date database information.

We will make our forms easy for you to provide the information we need.

Responding Promptly

We will respond to general inquiries on our customer service lines manned by our Information Officers. If our Information Officers are unable to respond we will ensure that a member of our staff will contact you within one working day.

We will respond to all written inquiries about IP or our services within 5 working days of receiving them. If the response will take more than 5 days, we will let you know why, and how long you might have to wait for a detailed response.

Consulting Our Customers and Stakeholders

We use a number of different mechanisms to consult our customers and stakeholders. These include surveys, our publications (both internal and external), and meetings with our stakeholders and various advisory and consultative bodies. We also hold formal and informal meetings with other government agencies to discuss matters of common concern.

We will conduct surveys of our customers to help us identify needs, wants, and perceptions of the organization.

We will provide our customers with information on any changes to our services through notices in our website and at meetings with our stakeholders.

We will hold public hearings on rules, regulations, and legislation affecting intellectual property rights.

Responding to Feedback

We will consider all feedback and listen to our customers' suggestions on how we can improve our services. We want to operate in an environment of continuous improvement and consistent customer feedback will help us achieve this.

If you have suggestions on how we can improve our services, want to make a complaint, or provide positive comments on either a service or the person who provided it, we encourage you to talk to the person you dealt with at the time.

If you wish to use our formal feedback processes you can:

- fill out the feedback form available at our customer service area; or
- e-mail us at feedback@ipophil.gov.ph; or
- write to:

Customer Feedback Manager
Intellectual Property Office of the Philippines
Intellectual Property Center
#28 Upper McKinley Road
McKinley Hill Town Center
Fort Bonifacio, Taguig City
Philippines 1634

- or you may call the Customer Feedback Manager at telephone nos. : +632 238-6300 local 5404 to 5406

You can also write to the Director General at the above address, or via e-mail to feedback@ipophil.gov.ph, marked "Attention: Director General"

Making a complaint

We are committed to quick and fair resolution of formal complaints and will ensure your complaint is taken seriously.

If you have a complaint, you should:

- If possible, discuss it with the personnel you dealt with;
- Ask to have the complaint referred to a senior officer for resolution, if you are not satisfied with the outcome.

We will provide a detailed response to your complaint, including information on actions we took as a result, within 30 working days of receiving your complaint. Personnel connected with the complaint will also have an opportunity to respond to matters raised in the complaint.

Intellectual Property Office of the Philippines
LIST OF FRONTLINE SERVICES

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Filing of Invention			<ul style="list-style-type: none"> Request for a Grant of a Philippine Patent Request Form for PCT National Phase Entry 	30 minutes (Filing only)	Patent Duty Officer
Pre-Examination	SMALL ENTITY	BIG ENTITY			
Filing fee	2,000.00	4,320.00			
For each sheet in excess of thirty (30)	18.00	36.00			
Sequence listings for in excess of 4000 pages	0.60	2.40			
For each claim in excess of five (5)	180.00	360.00			
Request for right of priority per priority claim	1,000.00	2,160.00			
Request for extension of time to file priority documents	740.00	1,560.00			
Divisional application (for each division)	2,000.00	4,320.00			
Conversion from Utility Model to Invention	690.00	1,440.00			
Early Publication: Request for Publication before the expiration of 18 months from filing date or priority date	6,600.00	6,600.00			
Publication Fee	920.00	960.00			

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
	SMALL ENTITY	BIG ENTITY			
Examination					
Request for extension of time to file Response — first	360.00	720.00			
Request for extension of time to file Response — second	390.00	780.00			
Substantive Examination	2,010.00	4,200.00			
Early Substantive Examination	2,500.00	5,000.00			
Revival Fee	570.00	1,200.00			
Revival Fee for Non-Payment of the Request for Substantive Examination Fee	920.00	960.00			
Request for Accelerated Substantive Examination	500.00	1,000.00			
Accelerated Substantive Examination Fee	6,600.00	13,320.00			
Post-Examination					
Issuance of Letters Patent certificate (Invention)	600.00	1,200			
Amendment or correction in the Certificate of Patent	300.00	600.00			
Any amendment or any correction of mistake in the Certificate of Patent of formal and clerical nature without fault of Office	360.00	720.00			
Any amendment or any correction in the Certificate of Patent of substantive nature	860.00	1,800.00			
1st Assignment of application from small to big entity	5,500.00 plus publication fee				
1st Assignment of issued patent from small to big entity	7,200.00 plus publication fee				

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Post-Examination <i>(continued)</i>	SMALL ENTITY	BIG ENTITY			
Any other Assignment or document affecting title	350.00 plus publication fee	700.00 plus publication fee			
2nd Publication Fee	920.00	960.00			
Annuitiies under RA 8293					
5th yr	1,550.00	3,240.00			
6th yr	2,000.00	4,320.00			
7th yr	2,580.00	5,400.00			
8th yr	3,100.00	6,480.00			
9th yr	4,140.00	8,640.00			
10th yr	5,170.00	10,800.00			
11th yr	6,670.00	13,920.00			
12th yr	8,280.00	17,280.00			
13th yr	9,770.00	20,400.00			
14th yr	11,900.00	24,480.00			
15th yr	13,970.00	29,160.00			
16th yr	15,980.00	33,360.00			
17th yr	18,050.00	37,680.00			
18th yr	21,670.00	45,240.00			
19th yr	26,040.00	54,360.00			
20th yr	31,222.00	65,160.00			
Excess Claim from 5th until the 20th Anniversary	210.00	420.00			
Surcharge for late payment of annual fee	50% of the total Annual Fee				
Notice and publication of non-payment of annual fee	360.00	360.00			

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
	SMALL ENTITY	BIG ENTITY			
Post-Examination <i>(continued)</i>					
Late entry fee — PCT	1,030.00	2,160.00			
Transmittal Fee (PCT Rule 14)	4,200.00				
Priority Document Fee (PCT Rule 17.1 (b))	2,700.00				
Late Payment Fee (PCT Rule 16 bs.2 (a) (ii))	4,200.00				
Certified True Copy of the International Application Fee (PCT Rule 21.2)	600.00				
Transmittal Fee (PCT Rule 19.4)	4,200.00				
Surcharge for late payment of fees where applicable	50% of the required fee				
Filing of Utility Model and Industrial Design			<ul style="list-style-type: none"> Request for Registration of a Utility Model / Industrial Design 	30 minutes (Filing only)	Patent Duty Officer
Pre-Examination (UM & ID)					
Filing fee	1,720.00	3,600.00			
For each sheet in excess of 30 claims - UM	18.00	36.00			
Sequence listings for UM in excess of 4000 pages (excluded from LRF)	0.60	2.40			
For each claim in excess of five (5) - UM	120.00	240.00			
For each embodiment in excess of one (1) - Industrial Design	860.00	1,800.00			
Request for right of priority (per priority claim)	860.00	1,800.00			
Divisional application (for each division)	1,720.00	3,600.00			
Conversion from Invention to Utility Model	330.00	660.00			

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
	SMALL ENTITY	BIG ENTITY			
Examination (UM & ID)					
Request for extension of time to file Response — first	360.00	720.00			
Request for extension of time to file Response — second	390.00	780.00			
Registrability Report	630.00	1,320.00			
Revival	570.00	1,200.00			
Preparation of amended page(s) of the master copy of the specifications and/or claims	84.00	84.00			
Request for Deferred Publication	500.00	1,000.00			
Post-Examination (UM & ID)					
Issuance of Certificate of Registration for Utility Model/Industrial Design	600.00	1,200.00			
Amendment or correction in Certificate	300.00	600.00			
Any amendment or any correction of mistake in a certificate of formal and clerical nature without fault of Office	300.00	600.00			
Any amendment or any correction in a registration of substantive nature	460.00	960.00			
Extension of Term (for Industrial Design)					
Petition for Extension of Term — first	1,030.00	2,160.00			
Petition for Extension of Term — second	2,000.00	4,320.00			
1st Assignment of application from small to big entity	3,000.00 plus publication fee				

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Post-Examination (UM & ID) (continued)	SMALL ENTITY	BIG ENTITY			
1st Assignment of issued patent from small to big entity	4,000.00 plus publication fee				
Any other Assignment or document affecting title	200.00 plus publication fee	400.00 plus publication fee			
Payment of Fees Under R.A. 165					
Examination (R.A. 165)	SMALL ENTITY	BIG ENTITY			
For each claim in excess of five (5) in Invention	75.00	150.00			
For each embodiment in excess of one (1) in Industrial Design	600.00	1,200.00			
Claim of convention priority - Invention	750.00	1,500.00			
Claim of convention priority - Utility Model/ Industrial Design	600.00	1,200.00			
Re-issue application of an invention patent	750.00	1,500.00			
Divisional Application — Invention	1,500.00	3,000.00			
Divisional Application — Utility Model/ Industrial Design	900.00	1,800.00			
Divisional Application — Conversion From Invention to Utility Model	250.00	500.00			
Request for suspension of action — Invention	480.00	960.00			
Request for suspension of action — Utility Model / Industrial Design	360.00	720.00			
Motion to shift burden of proof in an interference proceeding-invention	540.00	1,080.00			

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Examination (R.A. 165) (continued)	SMALL ENTITY	BIG ENTITY			
Motion to shift burden of proof in an interference proceeding-utility model/ industrial design	420.00	840.00			
Extension of time to file appeal briefs in ex-parte-cases-invention	360.00	720.00			
Extension of time to file appeal briefs in ex-parte-cases- utility model/industrial design	240.00	480.00			
Post-Examination (R.A. 165)	SMALL ENTITY	BIG ENTITY			
Issuance of Certificate of Letters Patent — invention	570.00	1,200.00			
Issuance of Certificate of Letters Patent — utility model/industrial design	420.00	840.00			
Reinstatement of lapsed invention patent	2,300.00	4,800.00			
Extension of Term (Utility Model and Industrial Design)					
1st extension of term	1,030.00	2,160.00			
2nd extension of term	2,000.00	4,320.00			
Annual Fees Under RA 165					
5th yr	1,550.00	3,240.00			
6th yr	2,000.00	4,320.00			
7th yr	2,580.00	5,400.00			
8th yr	3,100.00	6,480.00			
9th yr	4,140.00	8,640.00			
10th yr	5,170.00	10,800.00			
11th yr	6,670.00	13,920.00			
12th yr	8,280.00	17,280.00			

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Post-Examination (R.A. 165) (continued)	SMALL ENTITY	BIG ENTITY			
13th yr	9,770.00	20,400.00			
14th yr	11,900.00	24,840.00			
15th yr	13,970.00	29,160.00			
16th yr	15,980.00	33,360.00			
17th yr	18,050.00	37,680.00			
Excess Claim from 5th until 17th Anniversary	210.00	420.00			
Filing of Trademark			• Request for Trademark Registration	20 minutes (Filing only)	Trademark Duty Officer
Pre-Examination (TM)	SMALL ENTITY	BIG ENTITY			
Filing fee (per class)	1,200.00	2,592.00			
Claim for Convention Priority (per class)	860.00	1,800.00			
Claim of color, claim distinctiveness (per class)	280.00	600.00			
Request for Priority Examination	2,990.00	6,240.00			
Examination (TM)	SMALL ENTITY	BIG ENTITY			
Extension of time to file response ¹	340.00	720.00			
Divisional application ²	280.00	600.00			
Revival of Abandoned Application	570.00	1,200.00			
Suspension of examination by examiner	460.00	960.00			
Suspension of examination by Director (1st)	570.00	1,200.00			
Extension of Time to Submit Copy of Home Reg. (National)	570.00	1,200.00			

¹Includes extension to file response to office actions on Declaration of Actual Use (DAU), Recordal and Examination

²Per request, regardless of number of classes to be divided

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
	SMALL ENTITY	BIG ENTITY			
Examination (TM) (continued)					
Suspension of examination by Director (2nd)	1,800.00	3,840.00			
Amendment Fee ³	400.00	840.00			
Extension to file an appeal to the Director	1,800.00	1,800.00			
Voluntary Surrender/Abandonment	280.00	600.00			
Allowance / Publication for Opposition	900.00	960.00			
Revival - unpaid 1st Publication	570.00	1,200.00			
Revival - unpaid 2nd Publication	570.00	1,200.00			
Reconstitution of records	860.00	900.00			
Recordal Fee ⁴	400.00	840.00			
Recordal Licensing Agreement and other documents not required by the office (No Publication)	340.00	720.00			
Additional Class ⁵	1,200.00	2,592.00			
Recordal - Publication Fee (For registered marks)	900.00	960.00			
Registration (TM)					
Issuance of Certificate of Registration (COR) ⁶	570.00	1,200.00			
Publication of Registration (2nd Publication)	900.00	960.00			
1st Assignment of application from small to big entity	3,000.00 plus publication fee				
1st Assignment of registered mark from small to big entity	5,500.00 plus publication fee				

³To amend formalities, i.e. to delete portion of the mark or description of goods

⁴Includes recordal of assignment, change of name/address, merger

⁵Upon examination, the specification of goods (broad terms) may be classified under a different class.

⁶Includes replacement (on account of recordation), copy of certificate, reissuance (with correction/amendment and renewal of certificates).

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Registration (TM) (continued)	SMALL ENTITY	BIG ENTITY			
Correction (Without fault of Office) ⁷	570.00	1,200.00			
Voluntary Cancellation	280.00	600.00			
Voluntary Disclaimer	280.00	600.00			
Division of Registration	570.00	1,200.00			
Renewal of Registration	SMALL ENTITY	BIG ENTITY			
Renewal of Registration (per class)	3,100.00	6,600.00			
Renewal surcharge (per class)	1,500.00	3,300.00			
Filing of Declaration of Actual Use (DAU)	SMALL ENTITY	BIG ENTITY			
3rd year DAU (per class)	900.00	1,920.00			
5th year DAU (per class)	1,100.00	2,400.00			
Renewal DAU (per class)	1,100.00	2,400.00			
Mid-Renewal DAU (per class)	1,100.00	2,400.00			
Single Extension to File 3rd year DAU	1,800.00	3,840.00			
Declaration of Non-use 3rd year, per class	900.00	1,920.00			
Declaration of Non-use 5th year, per class	1,100.00	2,400.00			
Registered under R.A. 166 and expiring after June 3, 2004	SMALL ENTITY	BIG ENTITY			
5th year DAU (per class)	1,100.00	2,400.00			
10th year DAU (per class)	2,300.00	4,800.00			
15th year DAU (per class)	3,100.00	6,600.00			
Other motion/petition/request	300.00	600.00			

⁷To correct error or mistake by the applicant/registrant.

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Filing of International Trademark Application (Madrid Protocol)			• Form MM2	20 minutes (Filing only)	Trademark Duty Officer
	SMALL ENTITY	BIG ENTITY			
Handling Fee ⁸	N/A	2,592.00			
Individual Fee per class ⁹	N/A	5,712.00			
Individual Fee for Renewal per class ¹⁰	N/A	8,760.00			
Individual Fee for Renewal with Surcharge per class ¹¹	N/A	13,140.00			
Transformation Fee per class ¹²	N/A	2,592.00			
Replacement Fee ¹³	N/A	720.00			
Other Request ¹⁴	N/A	720.00			
Extension of Time to Submit Copy of Home Registration ¹⁵	N/A	1,200.00			

⁸ Fee for every International Application filed with IPOPHL as Office of Origin. This international application will be electronically transmitted to the International Bureau (IB) of WIPO.

⁹ Fee for International Registrations Designating the Philippines and for Designations Subsequent to the International Registration. Takes effect 05 March 2017, pursuant to Art. 8(7)(b) of the Madrid Protocol.

¹⁰ Fee paid to the International Bureau every 10 years from the international registration date. The renewal should be presented and paid to IB. Takes effect 05 March 2017, pursuant to Art. 8(7)(b) of the Madrid Protocol.

¹¹ Takes effect 05 March 2017, pursuant to Art. 8(7)(b) of the Madrid Protocol.

¹² Fee paid for a request to transform or convert an International Registration into a national application. This is a remedy for the holder when the basic mark ceases to have an effect because it has been withdrawn, has lapsed, has been renounced or has been the subject of a final decision of rejection, revocation, cancellation or invalidation.

¹³ Fee paid for a request to replace a national registration with an International Registration. Replacement happens when, "a mark that is the subject of a national or regional registration in the Office of a Contracting Party is, under certain conditions, deemed to be replaced by an international registration of the same mark". There exists in the IPOPHL database, the same mark filed through the national filing, under the name of the same holder and "all the goods and services listed in the national or regional registration are also listed in the international registration in respect of that Contracting Party".

¹⁴ Fee paid for other Madrid-related requests not falling under any of the above fees, which may be any document for transmittal to IB.

¹⁵ An International Registration, like a national application, will not be registered unless the basis of the priority claim has been registered in the foreign country. If the foreign application has not yet matured into registration, the holders, through their agents may file a request for extension to submit a copy of home registration.

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Inter-Partes Case	SMALL ENTITY	BIG ENTITY		15 minutes (Filing only)	BLA Receiving Officer
Filing of Opposition to/Petition for Cancellation of Trademark Registration	10,000.00	14,600.00			
Motion for Extension to File Opposition	800.00	1,700.00			
Petition for Cancellation of Patent (Invention)	12,000.00	19,200.00			
Petition for Cancellation of Utility Model/ Industrial Design	12,000.00	14,600.00			
Petition for Compulsory Licensing (Invention)	12,000.00	19,200.00			
Petition for Compulsory Licensing (Utility Model/Industrial Design)	9,000.00	12,200.00			
IPR Violation (IPV) Case	SMALL ENTITY	BIG ENTITY			
Filing of IPV Complaint (Basic Fee)	15,000.00	19,200.00			
Additional filing fee (Complaint, permissive counterclaim/crossclaim)	1/10 of 1% of the damages claimed in excess of 500,000.00				
Permissive Counterclaim/Cross claim contained in an Answer	1,000.00	1,560.00			
Application for Attachment/Injunction	2,000.00	3,120.00			
Amendment of pleading	1,000.00	1,300.00			
Common Fees	SMALL ENTITY	BIG ENTITY			
Motion for Extension of time to file pleadings	500.00	650.00			
Motion for postponement of proceedings	1,000.00	1,500.00			
Motion for holding proceedings outside IPOPHL premises	1,000.00	1,500.00			
Other motions	500.00	650.00			
Transcript of Stenographic Notes	24.00/page	24.00/page			

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Arbitral award Scrutiny Fee - Trademark Cases	3,000.00	3,000.00			
Arbitral award Scrutiny Fee - Industrial Designs	3,000.00	3,000.00			
Arbitral award Scrutiny Fee - Utility Models	4,000.00	4,000.00			
Arbitral award Scrutiny Fee - Copyright	4,000.00	4,000.00			
Arbitral award Scrutiny Fee - Technology Transfer	5,000.00	5,000.00			
Arbitral award Scrutiny Fee - Invention	5,000.00	5,000.00			
Early Mediation Fee ¹⁶	15,000.00	15,000.00			
Voluntary Licensing	SMALL ENTITY	BIG ENTITY			
Request for Statistical Information other than those regularly published by IPOPHL	500.00	600.00			
Request for Exemption:					
Filing Fee	2,500.00	3,000.00			
Fee for each Paragraph Claimed in Sections 87 & 88	700.00	840.00			
Extension Fee to File Requirements	650.00	780.00			
Registration Fee	2,500.00	3,000.00			
Request for Certificate of Compliance:					
Filing Fee	2,500.00	3,000.00			
Registration Fee	2,500.00	3,000.00			
Clearance Prior to Recordal	N/A	3,000.00			
Preliminary Review	2,500.00	3,000.00			
Amendment	1,000.00	1,200.00			

¹⁶ New Fee, subject to promulgation/amendment of existing Rules.

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Notation of minor changes such as: Change in licensor/licensee, addition/ deletion of products, among others, affecting technology transfer agreements with subsisting registration	1,000.00	1,200.00			
Other Requests	1,000.00	1,200.00			
Dispute Settlement Involving Technology Transfer Arrangements					
Filing of Complaint/Request for Mediation	12,500.00	15,000.00			
Request for:					
Drafting of Compromise/Mediation Agreement	4,000.00	4,800.00			
Postponement	1,500.00	1,800.00			
Suspension of Proceedings Extensions of Time	1,500.00	1,800.00			
Holding Proceedings Outside IPOPHL Premises	1,500.00	1,800.00			
Special Services	SMALL ENTITY	BIG ENTITY			
State of the Art Search and Related Search					
Equivalent Search and/or Compound per se Search	3,250.00	3,900.00			
Comprehensive Search	14,500.00	17,400.00			
Patent Mapping (New Fee)	N/A	65,250.00			
Complex Trademark Search	4,600.00	5,520.00			

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Consultation & Guided Public Search (per hour) with use of Internet Facilities and Commercial Databases	125.00	250.00			
Optional Registration as Resident agent or Representative Application for Registration (Web-based listing)					
Trademark Agent	5,000.00	5,000.00			
Patent Agent	5,000.00	5,000.00			
Patent and Trademark agent	5,000.00	5,000.00			
Resident agent or Representative	5,000.00	5,000.00			
Annual Re-Enlistment (web-based)					
Trademark Agent	2,000.00	2,000.00			
Patent Agent	2,000.00	2,000.00			
Patent and Trademark agent	2,000.00	2,000.00			
Resident agent or Representative	2,000.00	2,000.00			
Copyright Related Services	SMALL ENTITY	BIG ENTITY			
Copyright Deposit (NCR)	450.00	625.00			
Copyright Deposit (Region)	550.00	750.00			
Copyright Deposit (Bulk), per certificate	200.00	200.00			
Amendment/Correction - Certificate (NCR)	200.00	625.00			
Amendment/Correction - Certificate (Region)	300.00	750.00			
Amendment/Correction - Certificate (Bulk)	100.00	200.00			
Dispute Resolution (Author's Rights)	2,000.00	6,500.00			
Certified true copy of Certificate	No fee	500.00			
Application for the accreditation of Collective Management Organization (CMO)	10,000.00				

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Amendment of Certificate of CMO accreditation	1,000.00				
Renewal of accreditation of CMO	5,000.00				
Request for postponement of proceedings	No fee	1,000.00			
Request for holding proceedings outside IPOPHL premises	No fee	1,000.00			
Other General Services	SMALL ENTITY	BIG ENTITY			
IPOPHL Publications	At cost	At cost			
Document Retrieval Fee (2-3 days)	207.00/box	207.00/box			
Document Retrieval Fee (express - 1 day)	560.00/box	560.00/box			
Request for Reconstitution of Records	900.00	900.00			
Certification	370.00	370.00			
Certified True copy	500.00	500.00			
Computer print-out (per printed sheet)	20.00	20.00			
IPOPHL Box (annual)	3,000.00	3,000.00			
Photocopy (domestic) (per printed sheet) Note: Prevailing rate will be determined and announced from time to time	3.50	3.50			
12-month subscription to E-Gazette	12,600.00	12,600.00			
Appeal to the Bureau Director from refusal, rejection, examiner's action, final orders or decisions	3,300.00	3,300.00			
Motion for reconsideration of the decision of the Bureau Director	3,300.00	3,300.00			
Appeal to the Director General from the decision of the Bureau Director	5,500.00	5,500.00			
Other motions	300.00	700.00			

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Request for Deferment of Publication	1,000.00	2,000.00			
Enforcement Action					
Filing of Verified Enforcement Complaint by the IPR Holder					

NOTE: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

FILING OF PATENT APPLICATION

Schedule of availability of service:

8:00 a.m. to 4:30 p.m.

Who May Avail the Service

1. The application may be filed by the actual inventor(s) or in the name of his heirs, legal representative or assigns.
2. The person commissioned to do the work under a contract
3. A corporation, company, organization etc., if the invention is a result of performance of his regularly assigned duties, unless there is an agreement, express or implied, to the contrary

What Are the Requirements

Invention Application

1. Request Form for Grant of Patent (Triplicate copies) - 2 copies are considered
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the invention
 - a. The title
 - b. A brief statement of its nature and purposes
 - c. Complete and detailed enabling description
 - d. Distinct and explicit claim or claims of the invention which the applicant seeks to be protected – omnibus claim is also accepted
 - e. Abstract of the invention
4. Drawings necessary for the understanding of the invention, if any
Size A4 = 29.7 cm x 21 cm (substance 20) – any paper size is considered
Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm Left = 2.5 cm Right = 1.5 cm – informal drawings are acceptable
5. If the priority of an earlier filed application is being claimed, indicate the filing date and country of origin only.

Utility Model

1. Request Form for a Registration of Utility Model (Triplicate Copies) – 2 copies are considered
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the utility model
 - a. The title
 - b. A brief statement of its nature and purposes
 - c. Complete and detailed enabling description
 - d. Distinct and explicit claim or claims of the invention which the applicant seeks to be protected
 - e. Abstract of the utility model
4. Drawings necessary for the understanding of the utility model, if any
Size A4 = 29.7 cm x 21 cm (substance 20) – any paper size are considered
Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm Left = 2.5 cm Right = 1.5 cm – informal drawings are acceptable.

Industrial Design

1. Request Form for a Registration of Industrial Design (Triplicate Copies) -2 copies are considered
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the Industrial Design
 - a. The title
 - b. Brief explanation of the drawings
 - c. Characteristic features, if any
 - d. An omnibus claim for industrial design
4. Drawings and a “design” claim **If only drawings are submitted and there is no specification and design claim, it is acceptable.**
Size A4 = 29.7 cm x 21 cm (substance 20) any paper size are considered
Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm Left = 2.5 cm Right = 1.5 cm – informal drawings are acceptable

Duration

30 minutes

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Patent Duty Officer	Patent Duty Officer receives the application from the Customer	10 seconds	Patent Duty Officer		Request Form for Grant of Patent or Registration of Utility Model and Industrial Design or National Phase Entry Form
3	Customer waits at the Receiving Area	Patent Duty Officer encodes the details in the Duty Officer Module	15 minutes	Patent Duty Officer		
4		The Duty Officer Module that the Patent Duty Officer uses issues an application number and the Patent Duty Officer writes the application number and stamps the date of receipt in the request form		Patent Duty Officer		
5		Patent Duty Officer prints the acknowledgement receipt and Notice of Submission of Priority Document under Rule 38 for PCT application with priority claim/s and affixes signature		Patent Duty Officer		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form	
6		Patent Duty Officer forwards the acknowledgment receipt and notice (for PCT applications with priority claim) and documents to the Receiving Officer for stamping/validation of application		Patent Duty Officer			
7		Receiving Officer stamps/validates the application	10 minutes	Receiving Officer			
8	Customer receives documents from the Receiving Officer	Receiving Officer gives acknowledgement receipt and other documents to the customer		Receiving Officer			
9	Customer proceeds to get a queuing number from the guard and proceeds to cashier section the Cashier Section and gets a queuing number from the guard		10 seconds	Guard-on-Duty			
10	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Invention		SOA and other Documents
					Big 4,320.00	Small 2,000.00	
					Utility Model and Industrial Design		
					Big 3,600.00	Small 1,720.00	

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
11	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
12	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel	None	

END OF TRANSACTION

Note: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

ANNUITY PAYMENTS

Schedule of availability of service:

8:00 a.m. to 4:30 p.m.

Who may avail the service

Patent Applicants

What are the requirements

1. Request form for payment of annual fees (Triplicate copies)
2. Under R.A. 165 indicate the patent no., issued date, applicant/patentee and title of the invention, check and fill-up the details of payments.
3. Under 8293 indicate the patent no., filing date, publication date, applicant/patentee and title of the invention, check and fill-up the details of payments.

Duration

10 minutes

How to avail the service

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customers enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the request form for payment of annual fee to the Patent SOA Duty Officer	Patent SOA Duty Officer receives the request form of annuity payment from the customer	5 seconds	Patent SOA Duty Officer		Request Form for Payment of Annual Fee
3	Customer waits at the Receiving Area	Patent SOA Duty Officer encodes the detail in the FMS (Fee Management System)	8 minutes	Patent SOA Duty Officer		
4		Patent SOA Duty Officer prints the prepares SOA and affixes signature		Patent SOA Duty Officer		
5	Customer receives the annuity form from the SOA Duty Officer		5 seconds	Patent SOA Duty Officer		
6	Customer gets a queuing number from the guard then proceeds to the Cashier Section		10 seconds	Guard-on-Duty		

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form																																		
7	Customer gives payment, SOA and the form of annuity payment to the cashier personnel	Cashier personnel receives the payment, SOA and the form of annuity payment	5 seconds	Cashier Personnel	Each payment starts from the 5 th year and is paid yearly up to the 20 th year	SOA and the form of annuity payment																																		
					<table border="1"> <thead> <tr> <th data-bbox="1457 557 1612 586">Big</th> <th data-bbox="1612 557 1772 586">Small</th> </tr> </thead> <tbody> <tr><td>3,240.00</td><td>1,550.00</td></tr> <tr><td>4,320.00</td><td>2,000.00</td></tr> <tr><td>5,400.00</td><td>2,580.00</td></tr> <tr><td>6,480.00</td><td>3,100.00</td></tr> <tr><td>8,640.00</td><td>4,140.00</td></tr> <tr><td>10,800.00</td><td>5,170.00</td></tr> <tr><td>13,920.00</td><td>6,670.00</td></tr> <tr><td>17,280.00</td><td>8,280.00</td></tr> <tr><td>20,400.00</td><td>9,770.00</td></tr> <tr><td>24,480.00</td><td>11,900.00</td></tr> <tr><td>29,160.00</td><td>13,970.00</td></tr> <tr><td>33,360.00</td><td>15,980.00</td></tr> <tr><td>37,680.00</td><td>18,050.00</td></tr> <tr><td>45,240.00</td><td>21,670.00</td></tr> <tr><td>54,360.00</td><td>26,040.00</td></tr> <tr><td>65,160.00</td><td>31,222.00</td></tr> </tbody> </table>	Big	Small	3,240.00	1,550.00	4,320.00	2,000.00	5,400.00	2,580.00	6,480.00	3,100.00	8,640.00	4,140.00	10,800.00	5,170.00	13,920.00	6,670.00	17,280.00	8,280.00	20,400.00	9,770.00	24,480.00	11,900.00	29,160.00	13,970.00	33,360.00	15,980.00	37,680.00	18,050.00	45,240.00	21,670.00	54,360.00	26,040.00	65,160.00	31,222.00	
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65,160.00	31,222.00																																							
					Annual Fee for each claim in excess of 5 (5 th and 20 th) due and payable at the same time as the applicable Annual Fee listed above																																			

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees		Form
					Big 420.00	Small 210.00	
8	Customer waits for official receipt and the form of annuity payment	Cashier personnel validates SOA and the form of annuity payment and prepares official receipt	2 minutes per document	Cashier Personnel			
9	Customer receives official receipt and the copy of their form of annuity payment from the cashier personnel	Cashier personnel gives the official receipt, and the validated form of annuity payment to the customer	5 seconds	Cashier Personnel			
END OF TRANSACTION							
<p>Note: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.</p>							

FILING OF TRADEMARK APPLICATION

Schedule of availability of service:

8:00 a.m. to 4:30 p.m.

Who May Avail the Service

Trademark Applicants

What Are the Requirements

1. Request for Trademark Registration
2. Name and address of the applicant
3. Name of a State in which the applicant is a national or where he has domicile; and the name of a State in which the applicant has a real and effective industrial or commercial establishment, if any
4. Where the applicant is a juridical entity, the law under which it is organized and existing
5. The appointment of an agent or representative, if an applicant is not domiciled in the Philippines
6. Where the applicant claims the priority of an earlier application, an indication of:
 - a. The name of the State with whose national office the earlier application was filed or if filed with an office other than a national office, the name of that office
 - b. The date on which the earlier application was filed
 - c. Where available, the application number of the earlier application
7. Where the applicant claims color as a distinctive feature of the mark, a statement to that effect as well as the name or names of the color or colors claimed and an indication, in respect of each color of the principal parts of the mark which are in that color
8. Where the mark is a three-dimensional mark, a statement to that effect
9. One or more reproductions of the mark, as prescribed in Regulations
10. A transliteration or translation of the marks or of some parts of the mark, as prescribed in Regulations
11. The names of the goods or services for which the registration is sought, grouped according to the classes of the Nice Classification together with the number of the class of said Classification to which each group of goods or services belong
12. A signature by, or other self-identification of, the applicant or his representative

Duration

Average of 2 minutes per document

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees		Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty			Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Trademark Duty Officer	Trademark Duty Officer receives the application from the Customer	10 seconds	Trademark Duty Officer			Request Form for Registration of Trademark
3	Customer waits at the Receiving Area	Trademark Duty Officer encodes the details in the TEAMS (Trademark System)	average of 2 minutes per document	Trademark Duty Officer			
4		Trademark Duty Officer prints the acknowledgement receipt and SOA and affixes signature		Trademark Duty Officer			
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer			
6	Customer proceeds to the guard to get a queuing number. Signs in the payment log sheet and waits his/her number to be called		10 seconds	Guard on Duty			
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Big 2,592.00	Small 1,200.00	SOA and other Documents

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
8	Customer waits for official receipt, SOA, and documents filed for validation	The cashier personnel issues an application number and stamps the date of receipt in the request form. Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		

END OF TRANSACTION

**Note: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages.
For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.**

FILING OF INTERNATIONAL TRADEMARK APPLICATION (MADRID PROTOCOL)

Schedule of availability of service:

8:00 a.m. to 4:30 p.m.

Who May Avail the Service

Trademark Applicants

What Are the Requirements

1. Accomplished form MM2
2. Name and address of the applicant
3. Where the mark is a three-dimensional mark, a statement to that effect
4. One or more reproductions of the mark, as prescribed in Regulations
5. The names of the goods or services for which the registration is sought, grouped according to the classes of the Nice Classification together with the number of the class of said Classification to which each group of goods or services belong
6. Designated contracting parties
7. Payment of handling fee P 2181.60

Duration

Average of 2 minutes per document

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Trademark Duty Officer	Trademark Duty Officer receives the application from the Customer	10 seconds	Trademark Duty Officer		Request Form for Registration of Trademark
3	Customer waits at the Receiving Area	Trademark Duty Officer retrieves the record from the database using the application/registration number in the form	average of 2 mins per document	Trademark Duty Officer		
4		Trademark Duty Officer prints the acknowledgement receipt and SOA and affixes signature		Trademark Duty Officer		
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer		
6	Customer proceeds to the guard to get a queuing number. Signs in the payment log sheet and waits his/her number to be called		10 seconds	Guard on Duty		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	2,592.00	SOA and other Documents
8	Customer waits for official receipt, SOA, and documents filed for validation	The cashier personnel stamps the date of receipt in the request form. Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		

END OF TRANSACTION

***Note: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages.
For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.***

RELEASING OF TRADEMARK CERTIFICATES

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Trademark Applicants

What Are the Requirements

Notice of Allowance

Duration

10 minutes

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Trademark Releasing Officer and hands documents	Trademark Releasing Officer receives documents from Customer and verifies documents	5 minutes	Trademark Releasing Officer		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
3	Customer waits at the Receiving Area	Trademark Releasing Officer retrieves certificate of registration	5 minutes	Trademark Releasing Officer		
4	Customer accepts trademark certificate of registration	Trademark Releasing Officer gives certificate of registration to customer	10 seconds	Trademark Releasing Officer		
END OF TRANSACTION						

RECEIVING OF RESPONSES AND OTHER DOCUMENTS SUPPLEMENTARY TO THE APPLICATION

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Trademark Applicants

What Are the Requirements

Response to the Official Action Letter sent by the examiner.

Duration

Average of 2 minutes per document

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Trademark Receiving	Trademark Receiving Officer receives documents	5 minutes	Trademark Receiving Officer		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
	Officer and hands the documents	from Customer and verifies documents				
3	Customer waits at the Receiving Area	Trademark Receiving Officer stamps "received"	5 minutes	Trademark Receiving Officer		
4	Customer gets the duplicate copy of the received document	Trademark Receiving Officer gives the duplicate copy of the received document to the applicant	10 seconds	Trademark Receiving Officer		
END OF TRANSACTION						

FILING OF DECLARATION OF ACTUAL USE (DAU)

Schedule of availability of service:

8:00 a.m. to 4:30 p.m.

Who May Avail the Service

Trademark Applicants / Registrants

What Are the Requirements

1. Duly filled-out and notarized DAU form
2. One Label of the mark or other evidence of use

Duration

Average of 2 minutes per document

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Trademark Duty Officer	Trademark Duty Officer receives the DAU form from the Customer	10 seconds	Trademark Duty Officer		DAU Form

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees		Form
3	Customer waits at the Receiving Area	Trademark Duty Officer retrieves the records from the database using the application/registration number indicated in the DAU form	Average of 2 minutes per document	Trademark Duty Officer			
4		Trademark Duty Officer prints the SOA and affixes signature		Trademark Duty Officer			
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer			
6	Customer proceeds to the guard to get a queuing number, signs in the payment log sheet and waits his/her number to be called		10 seconds	Guard-on-Duty			
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Big 1,920.00 per class	Small 900.00 per class	SOA and DAU form
8	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel			
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel			
END OF TRANSACTION							

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
<p>Note: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.</p>						

FILING OF 5TH/ 10TH YEAR AFFIDAVIT OF USE (AFU)

Schedule of availability of service:

8:00 a.m. to 4:30 p.m.

Who May Avail the Service

Trademark Registrants

What Are the Requirements

1. Duly file-out and notarized 5th/10th year Affidavit of Use (AFU)
2. One label of the mark or other evidence of use

Duration

Average of 2 minutes per document

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Trademark Duty Officer	Trademark Duty Officer receives the document from the Customer	10 seconds	Trademark Duty Officer		Request for Renewal

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees		Form
3	Customer waits at the Receiving Area	Trademark Duty Officer retrieves the records from the database using the registration number indicated in the document	Average of 2 minutes per document	Trademark Duty Officer			
4		Trademark Duty Officer prints the SOA and affixes signature		Trademark Duty Officer			
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer			
6	Customer proceeds to the guard to get a queuing number, signs in the payment logsheet and waits his/her number to be called		10 seconds	Guard-on-Duty			
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Big	Small	SOA and Request for Renewal
					5 th AFU		
					2,400.00 per class	1,100.00 per class	
					10 th AFU		
					4,800.00 per class	2,300.00 per class	
8	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares	Average of 2 minutes per document	Cashier Personnel			

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
		official receipt				
9	Customer receives official receipt and validated and documents from the Cashier Personnel	Cashier personnel gives the official receipt, and validated documents to the customer	5 seconds	Cashier Personnel		

END OF TRANSACTION

***Note: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages.
For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.***

FILING OF REQUEST FOR RENEWAL OF TRADEMARK

Schedule of availability of service:

8:00 a.m. to 4:30 p.m.

Who May Avail the Service

Trademark Registrants

What Are the Requirements

1. Request for Renewal

Duration

Average of 2 minutes per document

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Trademark Duty Officer	Trademark Duty Officer receives the renewal form from the Customer	10 seconds	Trademark Duty Officer		Request for Renewal

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees		Form
3	Customer waits at the Receiving Area	Trademark Duty Officer retrieves the records from the database using the registration number indicated in the renewal form	Average of 2 minutes per document	Trademark Duty Officer			
4		Trademark Duty Officer prints the SOA and affixes signature		Trademark Duty Officer			
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer			
6	Customer proceeds to the guard to get a queuing number, signs in the payment logsheet and waits his/her number to be called		10 seconds	Guard-on-Duty			
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Big 6,600.00 / class	Small 3,100.00/ class	SOA and Request for Renewal
8	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel			

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		
END OF TRANSACTION						
<p>Note: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.</p>						

FILING OF INTER PARTES AND ADMINISTRATIVE CASES

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

For Inter Partes Cases – Parties-in-interests (e.g. those who oppose trademark application or petition the cancellation of trademark registrations because they believe that their interests are or will be damaged or injured by the registration of the trademark; interested persons who petition the cancellation of patent or utility model or industrial design registration based on the grounds cited in the IP Code.

For IPR violation cases – IPR and related rights owners/holders

What Are the Requirements

1. Written and verified opposition to trademark application or petition for cancellation or complaint for IPR violation
2. Certification of non-forum shopping
3. Payment of Fees
4. Supporting documents, e.g. appropriate proof of authorizations or Special Power of Attorney, documentary evidence and affidavits, etc.

*The case must be filed within the reglementary periods as provided in the IP Code and the rules and regulations. For IPV cases, the complaint must expressly state in the complaint that the complainant is seeking the award of damages which must not be less than Php 200,000.00

Duration

10 – 15 minutes

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	1. Guard verifies the identity of the customer	1 minute	Guard-on-Duty		Visitor's Pass
		2. Guard issues Visitor's Pass				
2	Customer hands the pleading to the person in charge	Person in charge examines the pleading	3 minutes	BLA Receiving Personnel		
		Receiving Officer prepares and prints SOA. Affixes its signature then issues to the customer				
3	Customer secures queuing number from the guard for payment of fees	Guard issues queuing number	30 seconds	Guard-on-Duty		
4	Customer proceeds to the Cashier Section for the payment of fees and wait for his/her number to be called	Guard informs the customer to proceed to Cashier Section waiting area, and to wait for his number to be called	10 seconds	Guard-on-Duty		
5	Customer proceeds to the Cashier personnel (once called) then gives the document/pleading, SOA and its payment	Cashier personnel receives the document/pleading from the customer together with the SOA and its payment	5 seconds	Cashier Personnel		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees		Form
6	Customer waits for Official Receipt together with his/her document/pleading	Cashier personnel validates the SOA together with the payment and other documents given by the customer	5 minutes	Cashier Personnel	Trademarks		SOA and other documents
					Big 14,600.00	Small 10,000.00	
					Invention		
		19,200.00			12,000.00		
		Utility Model / Industrial Design					
		14,600.00			12,000.00		
END OF TRANSACTION							
<p>Note: All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.</p>							

RECEIVING OF COMMUNICATIONS

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

1. Any person with communication for IP Philippines
2. Trademark and Patent Applicants
3. Personnel from Post Offices

What Are the Requirements

None

Duration

Average of 2 minutes for documents of trademark and average of 7 minutes per document for patents

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
2	Customer gives communication to Receiving Officer	Receiving Officer accepts communication	5 seconds	Receiving Officer	None	
3		Receiving Officer records communication in the system (for Patents without payment)	Average of 2 minutes	Receiving Officer	None	
4		Receiving Officer stamps documents with "Received" and affixes signature and stamps the transmittal letter thru slip printer with application number, document number, time and date and name of the receiver (if Patents) and stamps documents with "Received" and affixes signature (trademark and attachments for patents	Average of 2 minutes per document for trademarks and average of 5 minutes per document for patents	Receiving Officer	None	
5	Customer gets receiving copy from the Receiving Officer	Receiving Officer gives the receiving copy to the customer	5 seconds	Receiving Officer	None	
END OF TRANSACTION						

PAYMENT OF FEES AT THE CASHIER

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Any person transacting with IP Philippines

What Are the Requirements

Documents needed for the transaction (i.e. Application Forms, etc.)
Statement of Account (SOA)

Duration

Average of 2 minutes per document

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer gets a SOA from concerned IPP personnel (depending on the transaction)	Concerned IPP personnel prepares and gives SOA to customer	3 minutes	Duty Officers Receiving Officers		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
3	Customer proceeds to the guard to get a queuing number. Signs in the payment log sheet and waits his/her number to be called.		10 seconds	Guard-on-Duty		
4	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Refer to schedule of fees	SOA and other Documents
5	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
6	Customer receives official receipt and validated documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		
END OF TRANSACTION						

INFORMATION SERVICES

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Any person who would like to file for grant of patent or registration of utility model, industrial design, and trademark

What Are the Requirements

None

Duration

10 minutes

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer proceeds to the Information Area and relays his/her queries to the Information Officer	Information Officer will request the customer to log first, determines the needs of the customer	5 minutes	Information Officer		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
3		Information Officer provides the customer with needed information and forms to be filled-up (based on customer's needs)	5-10 minutes	Information Officer		
	In case TM and Patent Search is requested:					
4	Customer provides the Information Officer the needed data for the search	Information Officer assists the customer in searching for TM and/or patent data in the system (online)	5-10 minutes	Information Officer		
END OF TRANSACTION						

INQUIRY ON FILING OF TECHNOLOGY TRANSFER MANAGEMENT

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Any person who would like to file for a technology transfer

What Are the Requirements

None

Duration

10 minutes

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer proceeds to the DITT Bureau and relays his/her queries to the Receiving Officer	Receiving Officer determines the information needed by the customer	5 minutes	Receiving Officer		
3		Receiving Officer provides the customer with needed information	5 minutes	Receiving Officer		
END OF TRANSACTION						

FILING FOR TECHNOLOGY TRANSFER MANAGEMENT

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Any person who would like to file for a technology transfer

What Are the Requirements

For Exemption:

1. Letter of Request under oath and addressed to the DITTB Director
2. Sworn statement that the agreement is not subject of any judicial, administrative, or other preceding
3. 2 copies of executed/notarized or draft agreement
4. Secretary Certificate (Board Resolution) for both licensee and licensor
5. List of all Trademark and/or Patent covered by the agreement (with corresponding registration number)
6. Certified true copy of BOI and/or PEZA Certification of Registration, if applicable
7. Justification under oath
8. Application Form for Request of Technology Transfer
9. Other documents as may be required by DITTB

For Pre-Clearance:

1. Letter of Request addressed to the DITTB Director
2. 2 copies of draft agreement
3. Secretary Certificate (Board Resolution) for both licensee and licensor

For Compliance and Clearance Prior to Recordal of Trademark Licensing Agreements:

1. Letter of Request under oath and addressed to the DITTB Director
2. Sworn statement that the agreement is not subject of any judicial, administrative, or other preceding
3. 2 copies of original executed/notarized agreement
4. Secretary Certificate (Board Resolution) for both licensee and licensor
5. Certified true copy of BOI and/or PEZA Certification of Registration, if applicable
6. Application Form for Request of Technology Transfer
7. Other documents as may be required by DITTB

Duration

15 minutes

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the DITT Bureau submits documents to the Receiving Officer	Receiving Officer checks the documents for completeness	2 minutes	Receiving Officer		Request for Technology Transfer
3		Receiving Officer prepares the SOA and affixes his/her signature	3 minutes	Receiving Officer		
4	Customer receives SOA from the Receiving Officer	Receiving Officer gives the SOA to the customer	5 seconds	Receiving Officer		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
5	Customer proceeds to the Cashier Section and gets a queuing number from the guard		10 seconds	Guard-on-Duty		
6	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	For Pre-Clearance and Clearance Prior to Recordal of TLAs: 3,000.00 (Filing Fee) For Exemption and Compliance: 2,500.00 (Filing Fee)-small entity; 3,000.00-big entity (Registration Fee) 2,500.00 (Filing Fee)-small entity; 3,000.00-big entity	SOA and other Documents
7	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
8	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		
9	Customer returns to the Receiving Officer to submit the documents	Receiving Officer accepts documents, checks that fees have been paid, and prepares the folder with application	5 minutes	Receiving Officer		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
		number and name of parties in the agreement				

END OF TRANSACTION

***All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages.
For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.***

REQUEST FOR PATENT SEARCH

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Any person who would like to file for a patent application

What Are the Requirements

None

Duration

10 minutes

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the DITT Bureau submits the request to the Receiving Officer	Receiving Officer accepts request form from the customer	5 seconds	Receiving Officer		Request for Patent Search

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
3		Receiving Officer prepares the SOA and affixes his/her signature	3 minutes	Receiving Officer		
4	Customer receives SOA from the Receiving Officer	Receiving Officer gives the SOA to the customer	5 seconds	Receiving Officer		
5		Receiving Officer gives advice to the client what is the most beneficial kind of search for his/her request (equivalent, compound, comprehensive)	2 minutes	Receiving Officer		
6	Customer proceeds to the Cashier Section and gets a queuing number from the guard		10 seconds	Guard-on-Duty		
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	3,250.00 – small entity; 3,900.00 – big entity (Equivalent Search and/or Compound per se Search) 14,500.00 small entity; 17,400.00 – big entity (All other types of patent search - Comprehensive Search)	SOA and other Documents

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
					14,500.00 (Soap, Detergent, Lotion, Shampoo, and other Crowded Art)	
8	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		
10	Customer returns to the Receiving Officer to submit the documents	Receiving Officer accepts documents and checks that fees have been paid	30 seconds	Receiving Officer		

END OF TRANSACTION

***All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages.
For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.***

LIBRARY SERVICES

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Any person who would like to search documents, articles, or decisions on intellectual property

What Are the Requirements

Valid ID for borrowing/photocopying library materials

Duration

10 minutes (excluding the time it takes the customer to read the materials)

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer proceeds to the Library and request for assistance from the Librarian/Library Staff or search manually using indices or search in the electronic database	Librarian processes information needed by the customer and locates the material/s needed	5-8 minutes	Librarian		
3	Customer studies/reads the documents/materials		Depending on the customer			

	If photocopying of the document is requested:					
4	Customer logs document to be borrowed in the logbook and surrenders his/her ID to the Librarian	Librarian gets ID from the customer	1 minute	Librarian/Library Staff		Borrower's Logbook
5	Customer proceeds to the photocopying area and have the documents photocopied		Depending on the volume of documents to be photocopied			
6	Customer proceeds to cashier and pays for photocopying services	Cashier issues Official Receipt upon payment	5 minutes	Cashier	3.50/page	
6	Customer returns documents/materials to the Librarian / Library Staff	Librarian receives the borrowed material from the customer and returns it to where it is filed/stored	2 minutes	Librarian / Library Staff		
END OF TRANSACTION						

REQUEST OF PRINTOUT OF DOCUMENTS FROM THE PATENT / TM DATABASE

Schedule of availability of service:

8:00 a.m. to 5:00 p.m.

Who May Avail the Service

Any person who would like to obtain print copies of documents, articles, or decisions on intellectual property

What Are the Requirements

None

Duration

20 minutes

How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer proceeds to the Library and request for assistance from the Librarian by searching in the electronic database	Librarian gets needed information from the customer and assists the customer in searching in the electronic database	15 minutes	Librarian		
3	Customer requests for printout of the documents from the database	Librarian prepares SOA for the payment for the cost of the printout, affixes	2 minutes	Librarian		

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
		his/her signature in the SOA, and gives it to the customer				
4	Customer proceeds to the Cashier Section and gets a queuing number from the guard		10 seconds	Guard-on-Duty		
5	Customer gives payment and SOA to Cashier personnel	Cashier personnel receives payment and SOA from the customer	5 seconds	Cashier Personnel	20.00 per page	SOA
6	Customer waits for official receipt and SOA	Cashier personnel validates SOA prepares official receipt	2 minutes	Cashier Personnel		
7	Customer receives official receipt and validated SOA from the Cashier Personnel	Cashier personnel gives the official receipt and SOA to the customer	5 seconds	Cashier Personnel		
8	Customer returns to the Library and gives the Librarian the validated SOA and official receipt	Librarian accepts SOA and official receipt	10 seconds	Librarian		
9	Customer receives printout of documents	Librarian prints the documents and gives it to the customer	3 seconds per page (depends on the no. of pages)	Librarian		
END OF TRANSACTION						