



C. PCT 864
21.10

October 10, 2002

Madam,
Sir,

This circular concerns the updating of the *PCT Applicant's Guide*.

- ./.
1. Please find enclosed copies of the sheets of the *Guide* which contain information relevant to your Office and country. These sheets reflect all changes notified in the *PCT Gazette* on a weekly basis, and appearing in the Internet version of the *Guide*, until September 6, 2002.
 2. We would appreciate it if you would check the information contained on those sheets and inform us promptly of any modifications for inclusion in the January 2003 update of the *Guide*.
 3. If any Annex and/or National Chapter has not yet been published in respect of your Office, or if a draft Annex or National Chapter is under preparation, we would be grateful if you could contact us direct, using the following address or numbers:

PCT Legal Division
E-mail: pctlegaldiv@wipo.int
Telephone: (+41 22) 338 85 39
Facsimile machine: (+41 22) 910 00 30

How to provide modifications or updates

4. Please clearly mark proposed modifications, rectifications, updates, etc., directly on the attached sheets in such a way that changes from the existing text can be easily read and distinguished (in sufficiently large letters and not too close to the edge of the sheets in order to avoid any loss of information in facsimile transmissions). Only modified sheets need be returned.

/...

Date of modifications or updates

5. Please include any modifications reflecting changes which will come into effect by January 1, 2003, with an indication of the exact date on which the modification will become applicable. Where an expected modification and/or the date of its entry into force are still subject to confirmation or approval, please note on the sheet, where applicable, “to be confirmed” and send the confirmation as soon as possible in order to enable prompt preparation and publication of the corresponding updated sheets.

National Chapters

6. Further to the modification of the time limit under PCT Article 22(1) which entered into force on April 1, 2002, you are invited to check the following:

(i) in the “Summary” any relevant entry and footnotes, especially the time limits for payment of the national and/or annual fees;

(ii) in “the Procedure in the National Phase” the relevant paragraph(s), if any, concerning the payment of annual fees;

(iii) and in the Annex relating to Fees, any indication relating to the time limits for payment of national fees.

7. Originals of any revised or new form, to be reproduced as an Annex to the National Chapter relevant to your Office, should be sent by post or courier together with, if possible, the electronic version of the form.

Form concerning days in 2003 when Office will not be open for business

./ 8. Please list on the enclosed form the days in 2003 when your Office will not be open for business.

Form concerning contact person(s)

./ 9. We would be grateful if, on the enclosed form, you would also add, or indicate any changes to, the name(s) of the person(s), together with telephone and facsimile numbers and e-mail address(es), who should be contacted in relation to the publication and updating of information in the *Guide*.

Mailing of updated sheets

10. Please return any modified sheets or confirm that the information is up to date to:

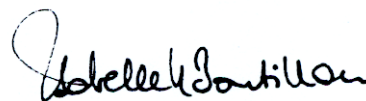
Mrs. Marie-Claude Taylor
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E-mail: marie-claude.taylor@wipo.int

Due date for submitting updated sheets

11. Due to our strict printing schedule and to the high number of sheets required to be modified, we will not be in a position to take into account information received after November 15, 2002. Such information will be included in the *PCT Gazette* and/or in a subsequent update of the *Guide*, as the case may be.

Thank you in advance for your cooperation.

Sincerely yours,



Isabelle Boutillon
Director
PCT Legal Division

Enclosures: Relevant sheets from the *PCT Applicant's Guide*
Form concerning contact person(s)
Form concerning days in 2003 when Office will not be open for
business