



INTELLECTUAL PROPERTY
OFFICE OF SINGAPORE

Session II: Practical Advice on how to Put in Place an Internal Office Framework to Support the Madrid System

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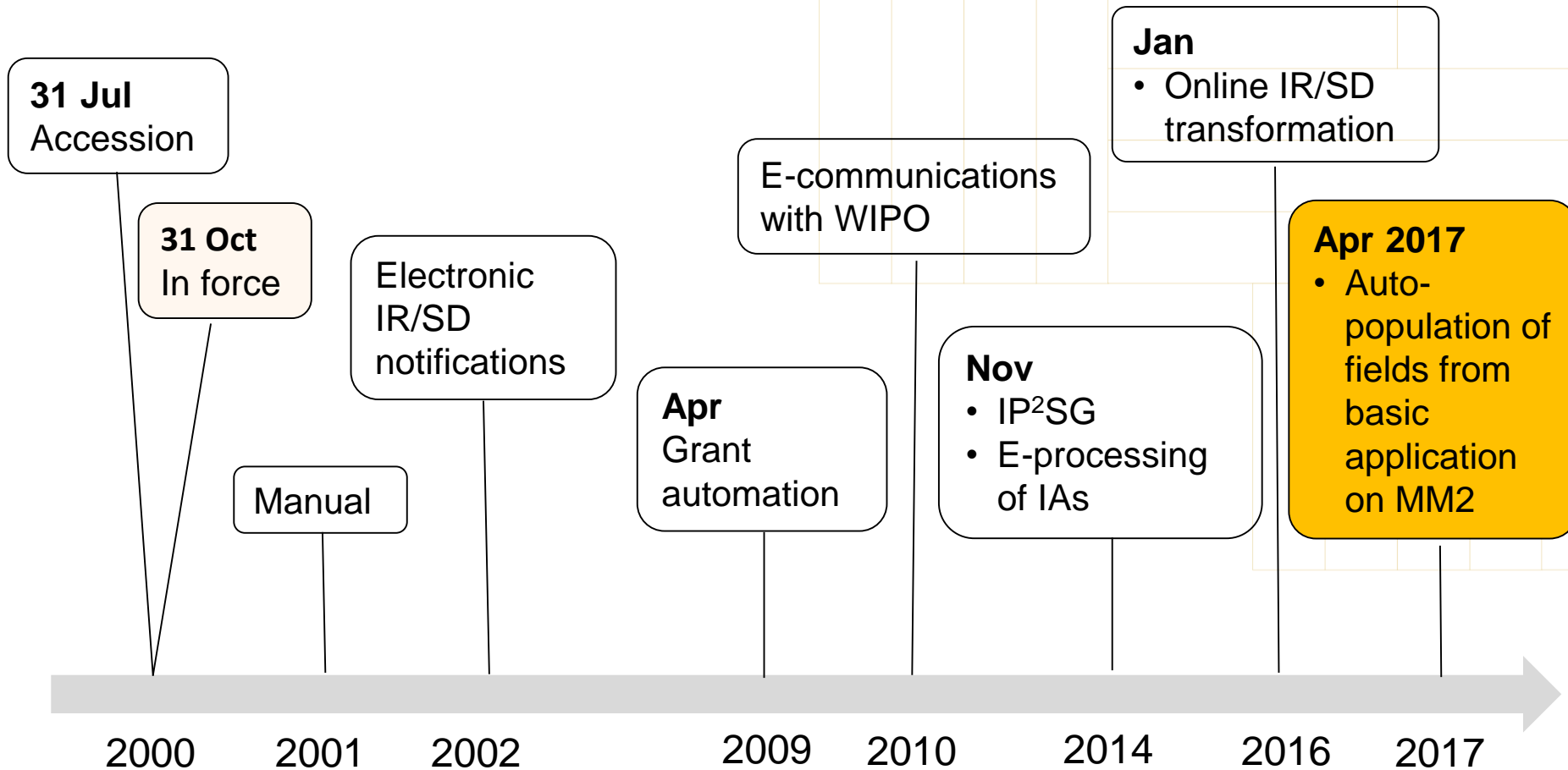
Practical Advice on how to Put in Place an Internal Office Framework to Support the Madrid System

AGENDA

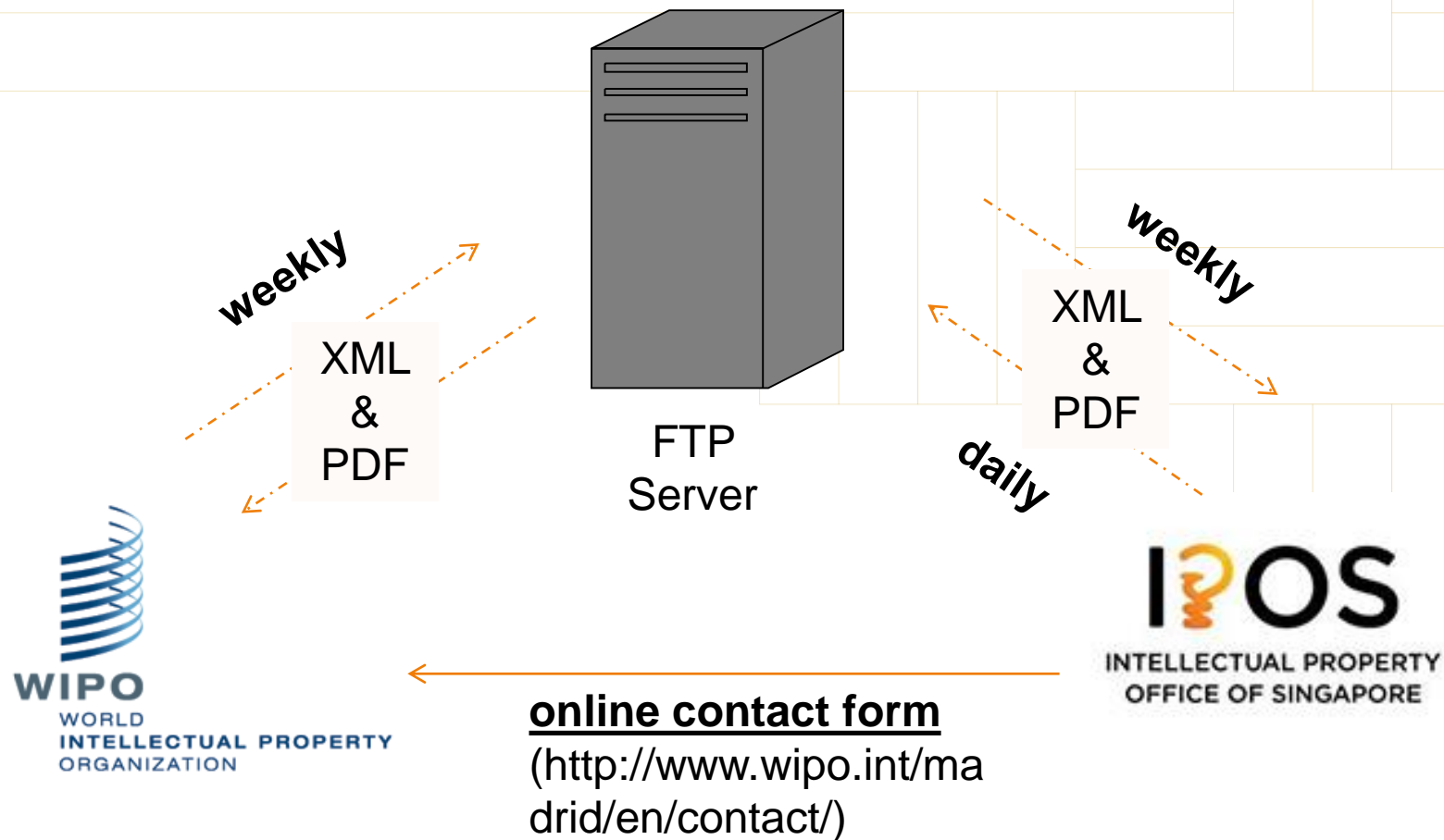
- Online Electronic System
- Training and Capability Development
- Relationship Management

Online Electronic System

State of Digitization Since Singapore's Accession to Madrid Protocol



Electronic Online System



Electronic Online System

- **Mapping Madrid Notification to relevant tasks**
 - Auto-creation of processing task based on Mark Status.
 - Possible with prior setup using Notification-Task Mapping Module.

Search/Add Job Setup

Search Job Setup

Notification Type	Please Select....
Transaction Type	Please Select....
Office	Please Select....
No Job Required	<input type="checkbox"/>
Alert Required	<input type="checkbox"/>
Route To MADRID Registry	<input type="checkbox"/>
Staff Job	Please Select....

Search Results

S/No.	Notification Type	Transaction Type	Staff Job	Trade Mark Status Group	Alert Required	Office	No Job Required
1	COR-NEWNAME	RIN	Change In Name/Address	Pending	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
2	COR-NEWNAME	RIN		Non-Live	<input type="checkbox"/>	Designated Contracting Party	<input checked="" type="checkbox"/>
3	COR-NEWNAME	RIN	Change In Name/Address	Live	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
4	COR-NEWNAME	RIN	Change In Name/Address	EEN Live	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
5	DEATH	REN2		Non-Live	<input type="checkbox"/>	Designated Contracting Party	<input checked="" type="checkbox"/>
6	COR-CREATED	ENN	Correction Notice	All	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
7	PROCESSED	RIN	Correction Notice	All	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
8	NEWNAME	MTN	IA Correspondence	All	<input checked="" type="checkbox"/>	Office Of Origin	<input type="checkbox"/>
9	COR-BIRTH	APNW	Transfer of Ownership	All	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
10	COR-BIRTH	APNL	Transfer of Ownership	All	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
11	COR-BIRTH	APNE	Transfer of Ownership	All	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
12	COR-PROLONG	TRN	Transfer of Ownership	All	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
13	BIRTH	APNE	IA Correspondence	All	<input type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>
14	BIRTH	APNL	Change In Name/Address	All	<input checked="" type="checkbox"/>	Designated Contracting Party	<input type="checkbox"/>

Electronic Online System

• Manual Task Creation Module

- Ability to create any Madrid processing tasks.
- Allows us to manually create the job if
 - system is unable to determine the job to be created, or
 - job is wrongly created by system

Manual Job Creation

ENotification Number (i.e for week 20 of year 2012, enter N201220)

WIPO Document ID

IR Number

Notification Type

Transaction Type

Office

Select	S/No.	Document ID	IR Number	Correct IR Number	Notification Type	Transaction Type	Documents Attached	Notification Date	Available job
<input type="checkbox"/>	1	1091476302	1349236	<input type="text"/>	COR-CREATED	ENN	TM WIPO Attachment Document TM WIPO Attachment Document	28/09/2017	<input type="text" value="Please Select...."/> Correction Notice Change In Name/Address Transfer of Ownership IA Correspondence Security Interest Renewal Notice IR/SD New Application Application Division Cancellation, Withdrawal, Limitation Non Renewal Notice TMS - Notification of Division of The Basic Application, of the Registration resulting therefrom or of the Basic Registration
<input type="checkbox"/>	2	1089993501	920068A	<input type="text"/>	DEATH	REN2	TM WIPO Attachment Document TM WIPO Attachment Document TM WIPO Attachment Document TM WIPO Attachment Document TM WIPO Attachment Document TM WIPO Attachment Document TM WIPO Attachment Document TM WIPO Attachment Document	21/09/2017	

Electronic Online System

- **Integrating Madrid Workflow into the Electronic Online Platform**
 - Beneficial to have a single interface for both National and Madrid applications.
 - Enabling examiners and officers to switch between tasks depending on the demand.

Application No/NSC Case No.	Ipos Reference No.	Process Name	Activity Name
40201606670X	N.A.	TM: IR/SD Notice	Subsequent Examination
40201605401S	N.A.	TM: IR/SD Notice	<u>Subsequent Examination</u>
40201604250S	-	TM4: Application to Register a Trade, Collective or Certification Mark	<u>Subsequent Examination</u>
T1413538B	-	TM4: Application to Register a Trade, Collective or Certification Mark	<u>Subsequent Examination</u>
40201506310P	-	TM4: Application to Register a Trade, Collective or Certification Mark	<u>Subsequent Examination</u>
T0719281C, T0719281C-01	-	TM: Cancellation, Renunciation or Limitation Notice	Processing
T1208535C	-	TM: Cancellation, Renunciation or Limitation Notice	Processing
40201617600W	-	TM: Cancellation, Renunciation or Limitation Notice	Processing
40201701901V	N.A.	TM: IR/SD Notice	Subsequent Examination

Above: Mixture of Madrid and National Tasks

Other Key Features – Keeping track of deadlines and ensure jobs are created (i.e. nothing falls through the cracks)

A) Auto-generated email alerts help examiners to keep track of time-sensitive IA cases

MM2 Email Notifications

New MM2 Received:				
No.	IA Number	Assigned User	IA Filing Date	
1	MM201709670X	Koh Chii Boon	2017-10-06	
2	MM201709669T	Ang Shi Liang	2017-10-06	
3	MM201709668S	Yeo Li Ting	2017-10-06	

MM2s that have not been sent to WIPO:				
No.	IA Number	Assigned User	IA Filing Date	Pendency
1	MM201709618X	Keith Lee Cher Chiang	2017-09-07	30

New irregularity notices have been received:			
No.	IA Number	Assigned User	Received Date
No Record Found			

MM2 with irregularities not responded to:				
No.	IA Number	Assigned User	Received Date	Pendency
No Record Found				

Other Key Features – Keeping track of deadlines and ensure jobs are created (i.e. nothing falls through the cracks)

B) Auto-triggering of a ceasing of effect/central attack job when the following criteria are fulfilled:

- 5 years dependency (from IR date)
- Status change in basic mark (from live to non-live status)
- Amendment of basic mark
- Amendment of specification of good/services of basic mark

Other Key Features – Keeping track of deadlines and ensure jobs are created (i.e. nothing falls through the cracks)

C) Auto-triggering subsequent examination job for partial objection when Holders fail to reply

- For partial refusal, if no response is received, those goods/services that are not objected may still proceed to publication stage
 - IP²SG will automatically create subsequent examination jobs
 - Examiners will remove the objected good/services and update class status of effected classes (if applicable) and the mark can proceed to publication in the trade mark journal

S No	Class No	Goods Services	Specification Amendment Indicator	
<input checked="" type="checkbox"/>	1	06	Doors; security doors; industrial doors; doors for buildings; garage doors; insulating doors; garden doors; gates; parts and components for the aforementioned goods including door sections, panels, locking devices (non-electric-), lines (wire) and rails, hinges, fittings and springs (non-electric), sealing frames and protective frames; loading frames, in particular for the installation of loading platforms; loadhouses; loading superstructure, in particular for constructing at building openings used for loading and unloading; weather sealings; bridge arrangements; dock levelers (all the aforementioned goods consisting of or mainly consisting of metal).	<input type="checkbox"/>
<input type="checkbox"/>	2	19	Doors for buildings; external doors, including residential doors; security doors; industrial doors; garage doors; insulating doors; garden doors; gates; components and accessories for the aforementioned goods; sealing frames and protective frames; loading superstructures, in particular for constructing at a building opening to be used for loading and unloading (all the aforementioned goods being non-metallic).	<input type="checkbox"/>

19/10/2017

Class No	Refusal
06	Full Refusal
19	Partial Refusal

Date of Withdrawal: 19/10/2017

TWN Selected Class(es) Withdraw Selected Class(es) Close

Training and Capability Development

- **Examiners to be trained in both National and Madrid applications**
 - Allow flexibility in allocating manpower resources.
 - Ability to provide a more holistic guidance to Applicants.
- **In-house training**
 - Vetting process for examiners newly trained in handling Madrid applications and processing officers.
- **Operation team overseeing Madrid processes**
 - 7 Examiners from the Operations Pillar and 7 administrative support staff.
 - 2 Team Leaders (i.e. Madrid Administrators).
- **Documentation of Functional Specification and Workflow**
 - For knowledge retention purposes and succession planning

Relationship Management

- **Outreach Activities: Engaging Stakeholders**
 - Regular meeting with Law Society Of Singapore.
 - Training Workshop for local Trade Mark agents on Madrid System and Processes.
 - Publication of Trade Mark Work Manual on Madrid system.
 - Communication Strategy - Trade Marks Registry Circular.
- **Partnering with WIPO**
 - Identify gaps and improve communication with WIPO's MIRIS.
 - Secondment of examiners to WIPO.
- **To Develop Close Partnership with IT vendor**
 - Enable smooth resolution of technical issues
 - Implement system checks to flag out system errors.

The End

Thank You!