



C. PCT 913

-41

August 6, 2003

Madam,
Sir,

Availability of receiving Office forms in editable PDF format

1. This circular is addressed to your Office in its capacity as receiving Office under the Patent Cooperation Treaty (PCT).
2. As part of its efforts to facilitate the work of those industrial property Offices which function as PCT receiving Offices, the International Bureau has created a set of receiving Office (RO) forms in editable PDF format which it wishes to make available, free-of-charge, to receiving Offices interested in using them in the processing of PCT applications. In particular, these forms might be of interest to small and medium-sized receiving Offices which have not otherwise automated the PCT portion of their operations.
3. The forms can be filled-in and printed using a computer equipped with Adobe Acrobat Reader software (version 5 is recommended and is a free download from: <http://www.adobe.com/products/acrobat/readstep2.html>). However, please note that in order to save the completed electronic versions of the forms, your Office will need to have a recent version (4.0 or 5.0) of Adobe Acrobat.
4. The collection of RO forms currently exists in English and French and is available on the PCT website at the following addresses:
www.wipo.int/pct/en/forms/roforms.htm
www.wipo.int/pct/fr/forms/roforms.htm

From this page on the PCT website you may complete and print out individual RO forms or download the entire collection in Zip format.

/...

5. If, instead of downloading the forms from the PCT website, your Office wishes to receive a copy of this form collection from the International Bureau on CD-R, please send a request by e-mail to pct.legal@wipo.int. Once you receive the forms collection, if your Office needs assistance in completing the editable PDF forms, you may wish to consult the “Instructions for completion of editable forms” at:

www.wipo.int/pct/en/forms/instructions.htm

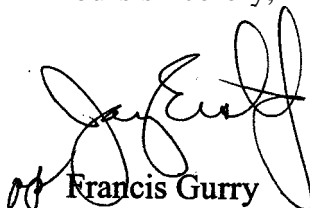
www.wipo.int/pct/fr/forms/instructions.htm.

In addition, the staff of the PCT Legal Service will be available (via the above e-mail address) to assist you and provide advice on the use of the forms.

6. The RO forms collection will be updated on the PCT website whenever changes are made to PCT receiving Office forms. The International Bureau has established an e-mail list of interested receiving Offices based on replies received to Circular 828, dated March 13, 2002, and will notify them by e-mail when any changes are made to the receiving Office forms. To join this mailing list, please contact us at pct.legal@wipo.int.

It is our hope that this new resource will be useful to your Office.

Yours sincerely,



Francis Gurry
Assistant Director General