|  |  |
| --- | --- |
| *For Office Use Only:* | |
| Date of application received: |  |
| Submission No: |  |
| Remarks: |  |

|  |  |
| --- | --- |
|  | **INTELLECTUAL PROPERTY**  Business Innovation & Technology Commercialization (BITCOM)  UiTM-MTDC Technopreneur Centre  Universiti Teknologi MARA (UiTM)  40450 Shah Alam  SELANGOR DARUL EHSAN  Tel: 03-5544 2748 | 5543 7976 / 8577  Email : *ipribuuitm@gmail.com / hartaintelek@uitm.edu.my* |

|  |
| --- |
| **INTELLECTUAL PROPERTY RIGHT (IPR)**  **PATENT / UTILITY INNOVATION (UI) APPLICATION FORM** |

*You are advised to read about IPR information before submitting your application. Please visit the following websites:*

* *http://www.wipo.int/patentscope/en/patents.html*
* *http://www.myipo.gov.my*

**CHECKLIST (IMPORTANT)**

*Note: The completed form must be submitted together with the following documents:*

|  |  |  |
| --- | --- | --- |
| **No.** | **Documents** | **Attachment (√)** |
| **1.** | A copy of the researcher/author/inventor and members (if any) identification card/MyKad |  |
| **2.** | Information about product |  |
| **3.** | A copy of a CD (if involving software/program) |  |
| **4.** | Pamphlet/Brochure about the invention/work/product (not compulsory) |  |
| **5.** | Drawing/photograph of the invention/work/product (if applicable) |  |

**SECTION A: INVENTOR INFORMATION**

*Inventor Information (Leader)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **:** |  | | | |
| **Staff ID** | **:** |  | **Mobile No** | **:** |  |
| **Email** | **:** |  | **Fax No** | **:** |  |
| **Faculty / Campus / Institute** | **:** |  | | | |
| **Address** | **:** |  | | | |

**SECTION A: INVENTOR INFORMATION**

*CoRe Areas. Please tick [****√****]*

|  |  |  |  |
| --- | --- | --- | --- |
| *Green Technology & Sustainable Development* |  | *Pharmaceutical & Life Science* |  |
| *Health & Wellbeing* |  | *Frontier Materials & Industry Application* |  |
| *Management Science* |  | *Humanities, Design & Creativity* |  |
| *Advanced Computing & Communication* |  |  |  |

*Source of Fund. Please tick [****√****]*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Grant / Fund Resources*** | | ***Amount Granted (RM)*** | ***Project Duration***  ***(Year Start & Year End)*** |
|  | UiTM Internal Grant  --------------------------------------------------------- |  |  |
|  | MoE Grant  --------------------------------------------------------- |  |  |
|  | Others \* Please specify  --------------------------------------------------------- |  |  |

*Research Team Members (Please include Project Leader)*

*(Add Attachment if more than 5 members)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Staff / Student ID** | **Faculty / Campus / Institute** | **Contribution (%)** |
| **1)** |  |  |  |  |
| **2)** |  |  |  |  |
| **3)** |  |  |  |  |
| **4)** |  |  |  |  |
| **5)** |  |  |  |  |
| **TOTAL CONTRIBUTION** | | | | **100 %** |

*\*This will determine the percentage of profit sharing from commercialization activities for this Intellectual Property (IP).*

*(If any)*

**SECTION B: PRODUCT INFORMATION**

*Produt Information*

|  |  |  |
| --- | --- | --- |
| Name/Title of invention/work/product | : |  |

*Classification of invention/product/work. Please tick [√]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Medical and Health* |  | *Industry Equipment/Machinery* |  | Others *\*Please specify* |  |
| *Electrical/Electronics* |  | *Education* |  | ------------------------------------ | |
| *Chemistry* |  | *Consumer Goods* |  |
| *Agriculture* |  | *ICT* |  |

**SECTION B (i): PRODUCT SPECIFICATION**

*Applications relating to tangible products or processes*

**Introduction:**

*Please submit this form together with the product specification as per the format given below. Each section has to be submitted or else the application will be considered as incomplete. Please refer to Attachment 1(a).*

|  |  |
| --- | --- |
| ***Format of Product Specification:*** | 1. *Field of Invention* 2. *Abstract (150 words or less)* 3. *Prior Art Search (at least 5)* 4. *Description of Invention* 5. *Claims* 6. *Drawing(s) (if any)* 7. *Description of Drawing(s)* |

**SECTION B (ii): PRIOR ART SEARCH**

*Applications relating to tangible products or processes*

**Introduction:**

*Please visit the following websites to search for prior art of your invention. Indicate your keyword used for the search in the column below. Please refer to Attachment 1(b).*

|  |  |
| --- | --- |
| ***Databases:*** | ***Keyword(s) search:*** |
| **United States Patent and Trademark Office (USPTO)**  [*http://patft.uspto.gov/*](http://patft.uspto.gov/) | 1)  2)  3) |
| **European Patent Office (EPO)**  [*https://worldwide.espacenet.com/*](https://worldwide.espacenet.com/) | 1)  2)  3) |
| **Google Patents**  [*https://patents.google.com/*](https://patents.google.com/) | 1)  2)  3) |
| **The Industrial Property Digital Library (IPDL, JPO)**  [*https://www.j-platpat.inpit.go.jp/*](https://www.j-platpat.inpit.go.jp/) | 1)  2)  3) |
| **Patent Scope**  [*https://patentscope.wipo.int/search/en/search.jsf*](https://patentscope.wipo.int/search/en/search.jsf) | 1)  2)  3) |

**SECTION C: PRE-COMMERCIALIZATION PITCH**

***PART 1: MARKET VALIDATION***

|  |
| --- |
| 1. Features of the invention/work/product. |
| 1. Potential Benefiters/Target Market/Customers/Users. |
| 1. Impact of the invention/work/product to the society. |

***PART 2: TECHNOLOGY ASSESSMENT***

|  |
| --- |
| 1. Novelty of the technology/invention/work/product. |
| 1. Usability of the technology/invention/work/product. |
| 1. Stage of the technology/invention/work/product development.   Ready for commercialization  Prototype model / Lab-scale model available  Design / Drawing available  Software Program available  Tested  Not tested  No testing required  Project commencement date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project completion date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Financial Assessment (estimate product cost, manpower, etc.) |
| 1. Prior Disclosure (e.g. publication, conference proceedings, exhibition, etc.)   *State in chronological order the dates of these disclosures.* |

*I/We hereby declare that all the information above is accurate, and I/we understand that BITCOM has the right to reject this application if the information is discovered to be false/inaccurate/incomplete.*

……………………………………………………. …………………………….

Signature Date

**ATTACHMENT 1(a)**

**PATENT SPECIFICATION**

**1.0 PURPOSE**

*This guideline is to help researcher prepare the specification document.*

**2.0 GUIDELINE ON WRITING PRODUCT SPECIFICATION**

* 1. **Field of Invention**

*The field of invention is a general broad statement describing the art or technology to which the invention relates.*

* 1. **Abstract**

*The abstract is a short summary of the invention and how it can be used. The abstract should consist the following:*

* *Description of the invention and what it is used for.*
* *Description of the main components and how they work.*
* *Fairly short, not more than 150 words.*
  1. **Description of Invention**

*The description starts off with general background information and progresses to more detailed information about the invention (could be product or process and its parts).*

*The description must be written as complete and thorough as any new information to the patent / industrial design application cannot be added once it is* [*filed*](http://inventors.about.com/library/weekly/aapatentdescriptionsa.htm#file#file)*. Changes can only be made to the* [*subject matter*](http://inventors.about.com/library/weekly/aapatentdescriptionsa.htm#Subject matter#Subject matter) *that could be reasonably be inferred from the original drawings or description.*

* 1. **Claims**

*Each claim should be a single sentence, and where a claim sets forth a number of elements or steps, each element or step of the claims should be separated by a line indentation.*

*The claims must particularly point out and distinctly claims the subject matter which is regarded as the invention. The claims define the scope of the protection of the patent and it is the main highlight of the product specification.*

* 1. **Drawing(s) and Description of Drawing(s)**

*The drawings of a patent/industrial design application describe the invention visually, using a chemical or mechanical structure, charts and graphs, and detailed relationships of features.  
  
The drawings contain references (numeric and alphabetic) that relate the feature described in the specification to a corresponding feature or portion shown in the drawing/image.*

**ATTACHMENT 1(b)**

**PRIOR ART SEARCH**

**1.0 What is Prior Art?**

*Prior art refers to scientific and technical information that exists before the effective date of a given patent application.*

*Prior art may include:*

* + *Previous patents*
  + *Trade journal articles*
  + *Publications (including data books and catalogs)*
  + *Public discussions (conference and seminar)*
  + *Trade shows*
  + *Brochures*
  + *Products, devices & equipment*

**2.0 Why search for Prior Art?**

*Prior art search will help you to:*

* + *Understand your competition*
  + *Avoid patent infringement*
  + *Write your patent application*
  + *Learn more about your field of invention*
  + *Save the cost of patenting process*

**Note:**

*The results of a good patent search should reveal any identical, similar, or partially similar inventions to the one you wish to patent.*

**3.0 Where to Search for Prior Art?**

1. United States Patent and Trademark Office (USPTO)

http://patft.uspto.gov/

1. European Patent Office (EPO)

https://worldwide.espacenet.com/

1. Google Patents

https://patents.google.com/

1. The Industrial Property Digital Library (IPDL, JPO)

https://www.j-platpat.inpit.go.jp/

1. Patent Scope

https://patentscope.wipo.int/search/en/search.jsf

**4.0 How to Search for Prior Art?**

An on-line prior art search can be done by a keyword search.

**Keyword search**

* + - List the keywords that you would use to describe the invention
    - Think of all possible aspects of the invention and choose keyword that describe each aspect

Note:

*The quality of a keyword search will depend on the appropriateness of keywords selected.*

**FLOWCHART**

**PATENT APPLICATION AND GRANTING PROCEDURE**

**(PATENT ACT 1983)**

**Not completed**

**APPLICATION**

(Form 1- RM290)/

(Form 14 -RM140)

**Not received**

**CORRECTIONS**

(3 months to submit corrections)

**INVALID**

**Completed**

**Received**

**DATE OF FILING ISSUED**

**Received**

**Non-compliance of the Act**

**PRELIMINARY**

**EXAMINATION**

**Not received**

**CORRECTIONS**

(3 months to submit corrections)

**REFUSED**

**Accepted**

**APPLICATION LAID OPEN FOR PUBLIC INSPECTION**

(18 months from priority date or filling date)

**GAZETTE**

**Received**

**Non-compliance of the Act**

**Not received**

**Not received**

**APPEAL TO THE HIGH COURT (INTELLECTUAL PROPERTY)**

(Fee – RM150/RM100)

**CORRECTIONS ARGUMENTS**

(2 months to submit corrections)

**REFUSED**

**WITHDRAWN**

**CERTIFICATE OF GRANT ISSUED**

**SUBSTANTIVE EXAMINATION**

**REQUEST FOR SUBSTANTIVE OR MODIFIED SUBSTANTIVE EXAMINATION**

(Form 5 – RM1100)/

(Form 5A – RM640)

Source: MYIPO

**FLOWCHART**

**INDUSTRY DESIGNS APPLICATION AND GRANTING PROCEDURE**

**(INDUSTRY DESIGN ACT 1996)**

**APPLICATION**

(Form ID1)

Fees for single & first multiple application - RM500

Fees for subsequence multiple application - RM500

Gazette fees for each view - RM200

**AMENDMENT & SUBMISSION**

(Within 3 months)

No comply

**APPLICATION ABANDONED**

**FORMALITY & EXAMINATION**

Fulfill definition & requirements?

No

**GAZETTE**

**CERTIFICATE OF**

**REGISTRATION**

**NOVELTY SEARCH**

(after 6 months from the

priority date including gazette fees)

Comply

Yes

**APPEAL**

**HIGH COURT**

**(INTELLECTUAL**

**PROPERTY)**

**APPLICATION REFUSED**

**FEEDBACK**

(Within 3 months)

Source: MYIPO