

# **User Guide**

## **for Interactive Services and Electronic Filing**

**Intellectual Property Department**  
**Hong Kong Special Administrative Region Government**  
Updated on 23 Sep 2014

## Amendment History

Change Number	Revision Description	Chapter/Section Affected	Revision Number	Date
1	Updated screen dumps under "Stable Management" to reflect enhancements made in column titles of grids	Chapter 5, section 5.1	1	May 2005
2	Added notes regarding enhancement on Letter/Notice under "Electronic Mail Box" and "Related Documents"	Chapter 4, section 4.1 and 4.4	1	May 2005
3	Updated screen dumps under "Electronic Mail Box" to reflect enhancements made in column titles of grids	Chapter 4	1	May 2005
4	Updated screen dumps under "Transaction Records" to reflect enhancements	Chapter 7	1	May 2005
5	Updated screen dump in "Viewing Submission Log" to reflect changes in the column title brought about by enhancement	Chapter 3, section 3.5	1	May 2005
6	Updated screen dump for Related links	Chapter 1, section 1.7	1	May 2005
7	Updated Admin User Page	Chapter 8, section 8.2	1	May 2005
8	Updated Legal time limit on the sorting order	Chapter 6	1	May 2005
9	Added E-Mail Notification section to Admin User Guide	Chapter 8	1	August 2005
10	Updated Table of Contents; removed Stable Management chapters; added new chapter for interactive services	Table of contents	1.1	October 2005
11	Updated chapters for interactive services	Chapter 1, 2, 3, 5, 6, 7	1.1	October 2005
12	Added Chapter 4 for interactive services	Chapter 4	1.1	October 2005
13	Deleted previous Chapter 5 and 6		1.1	October 2005
14	Updated list of schemas in Chapter 2, updated definitions of xml schemas	Chapter 2	2	December 2005
15	Updated screen shots for Downloads page; Changed 'Transaction Details' to 'Transaction Status'	Chapter 3	2	December 2005
16	Updated screen shots for Downloads page; Changed 'Transaction Details' to 'Transaction Status'	Chapter 4	2	December 2005
17	Inserted lines for text file attachment feature	Chapter 2	2	January 2006
18	Updated the screen dumps for the Downloads page (included Interactive T10	Chapter 1 Chapter 2	2.1	March 2006

	and Interactive T13 eforms).	Chapter 3 Chapter 4 Chapter 7		
19	Added Interactive T10 and Interactive T13 schemas, and removed e-T13 schema	Chapter 1 Chapter 2 Chapter 3 Chapter 4 Chapter 7	2.1	March 2006
20	Updated the E-filing welcome page to "Welcome to IPD Electronic Filing and Interactive Services" from "Welcome to IPD Electronic Filing"	Chapter 1 Chapter 3 Chapter 4	2.1	April 2006
21	Update on OGCIO compliance on XML schemas	Chapter 2	2.2	May 2006
22	Update on wordings	Chapter 3	2.2	May 2006
23	Update screen shots for Welcome page; Changed "Basic requirements of using IPD e-filing services and Interactive Services" to "Basic requirements of using IPD e-filing and Interactive Services"	Chapter 3 Chapter 4	2.2	May 2006
24	Updated screenshot for Download page since the description for T10/T10I have changed	Chapter 2	2.1	Oct 2006
25	Updated all the screenshots due to Ming font enhancement.	Chapter 1 Chapter 3 Chapter 4		March 2008
26	Added info regarding non-admin users able to use the system	Chapter 1		May 2008
27	Updated screen dumps to include Chinese Download Page	Chapter 4		Feb 2009
28	Added Transaction Details screen dump containing static text regarding contact no.	Chapter 4		Feb 2009
29	Adding notes regarding Sorting Order for Submission Log records	Chapter 3 Chapter 4		Feb 2009
30	Updating Screen dumps to Ming Font	Chapter 3 Chapter 4 Chapter 5 Chapter 6 Chapter 7		Feb 2009
31	Updated Description for T10 and T10I E-forms	Chapter 2		Feb 2009
32	Updated the software requirement	Chapter 1 Chapter 3 Chapter 4		Apr 2009
33	Added notes for Enhancement to upgrade Software	Chapter 1 Chapter 2 Chapter 3		Jun 2009
34	Added note that asks users to wait for the Submission Message to close before	Chapter 3		Sep 2009

	proceeding.			
35	Added note that the uploaded application would be processed for a given amount of time.	Chapter 3		Sep 2009
36	Added note that user can press "Enter" to login	Chapter 1		Mar 2011
37	Removed mention of Windows 2000	Chapter 1		Mar 2011
38	Removed mention of Netscape/Mozilla Firefox	Chapter 3		Mar 2011
39	Updated screendumps for Downloads Page	Chapter 1, Chapter 2, Chapter 3, Chapter 4, Chapter 7		March 2011
40	Added troubleshooting notes for users of IE 7 and Windows Vista who have problems during login due to "Enable Protected Mode"	Chapter 1		Dec 2011
41	Corrected Download Page highlights	Chapter 4		Jan 2012
42	Added "Not Yet Paid" to records that cannot be "Removed"	Chapter 3		Jan 2012
43	Added new section for "IE 8 and IE 10 32-bit Environment Configuration"	Chapter 8		Dec 2013
44	Modified sample checkbox to include the new "Others" option	Chapter 2		Sep 2014
45	Added new Note and image for Audio/Video File Attachments field	Chapter 2		Sep 2014
46	Added new Note for file size validation	Chapter 3		Sep 2014
47	Added new Note and image for Documents List	Chapter 3		Sep 2014

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## 0. BACKGROUND

This user guide is based on the IPD platform for e-filing. References to Interactive Services in the related settings of web sites and other documentations, e.g. terms of use for e-filing, are updated. E-filing system can also be used by non-admin users (for windows). (Please note that admin user (for windows) will be required for setting up before non-admin users can use the E-filing system.)

## 1. INTERACTIVE SERVICES AND ELECTRONIC FILING

To use Interactive Services and Electronic Filing (**E-Filing**), apply to IPD for a Customer ID and a User Account. This requires you to obtain an application form, complete it and convert it to an XML file. Then sign the generated XML file, verify it and then submit it to IPD.

There are two types of User Account for every Customer ID: the Web User and the Admin User. Both these types have access to all the normal services provided by the E-Filing System. The main difference between them is that the Admin User has access to additional services. Only the Admin User can apply for additional User Account(s) and suspend / un-suspend User Account(s) under the same Customer ID (see "Admin User Guide" for details).

On IPD approval, you will be given a Customer Account ID with one Web User Name and its password for logging onto the **E-Filing** screens.

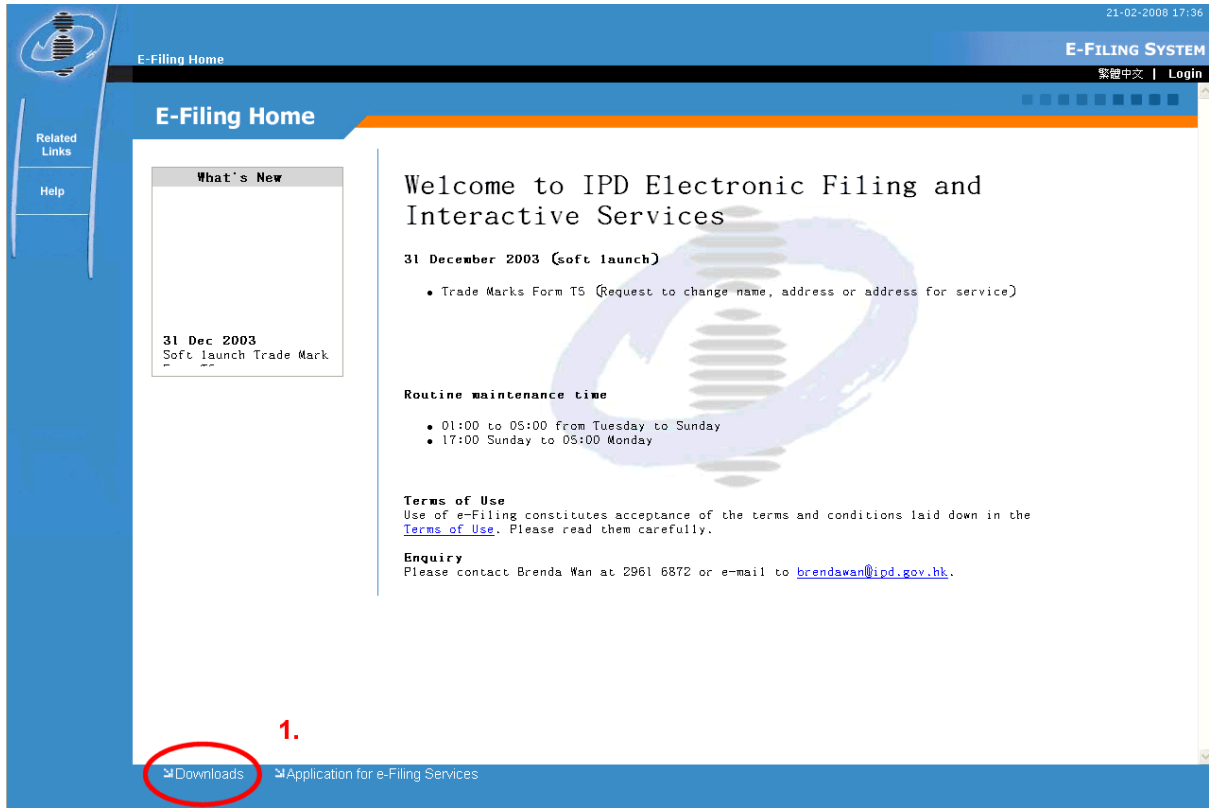
### 1.1 APPLICATION FOR INTERACTIVE SERVICES AND ELECTRONIC FILING SERVICES

#### 1.1.1 Downloading and Completing the Application for e-Filing Form

The **Downloads** screen contains **Application for e-Filing Services Forms** and **Trade Mark Forms, Design Forms** and **Patent Forms**. The set of forms available for each registry is separated into two categories: **Interactive Forms** and **E-Forms**. You can download these forms, which are MS Word macro templates, to generate XML files for submission to the IPD Interactive Services and Electronic Filing Web Site. The **Downloads** screen also contains XML Schemas and an application for signing XML documents offline. The XML schemas can also be downloaded so that you can create XML files using your own application.

Instruction

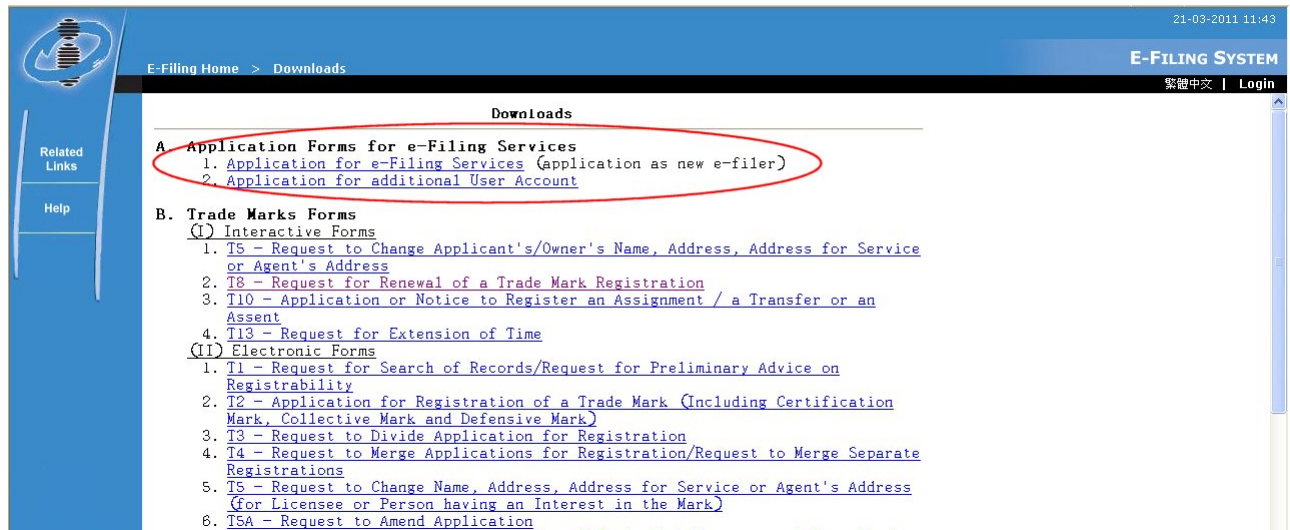
1. Go to **Downloads** in the **E-Filing Home** screen.



E-Filing Home Page

2. Under "Section A. Application Forms", click **Application for e-Filing Services**. You can open or save the downloaded application form, which is an MS Word template. If you immediately open the application form, choose "Enable Macro".

**Note:** Please save the templates in ".dot" format. This is to ensure that all of the macro components are working correctly.



### Downloads



**Note:** For MS Word 2003 and XP users, if you saved the downloaded application form first, then later when you open the form, set MS Word XP or 2003 to enable macro settings. Modify the macro security setting in **Tools -> Macro -> Security -> Security Level...** -> Choose **Medium** or **Low** -> click **OK** twice to confirm setting.

For MS Word 2007 users, save the downloaded application forms into a "trusted location". To specify a "trusted location" for Word 2007, click the **Office Button >> click Word Options >> click Trust Center >> click Trust Center Settings >> click Trusted Locations >> click Add new location** (tick **Subfolders of this location are also trusted** if you want Word 2007 to consider these subfolders as "trusted locations" also).

### 3. Complete the form:

- 3.1. Click the grey areas in each field and type required information.
- 3.2. Input at least one Preferred User Name (maximum of five users) and your e-mail address.

**Note:** Only PDF files are accepted as attachments. (PDF versions up to 1.7 are supported)

### 4. After completing the Application for e-Filing Services Form, convert it to XML format by clicking on the toolbar.

- 4.1. On **Please input source destination (\*.xml)** screen, in the Destination field, input the filename and location where you want to save the XML file that will be generated.
- 4.2. Click **OK**.

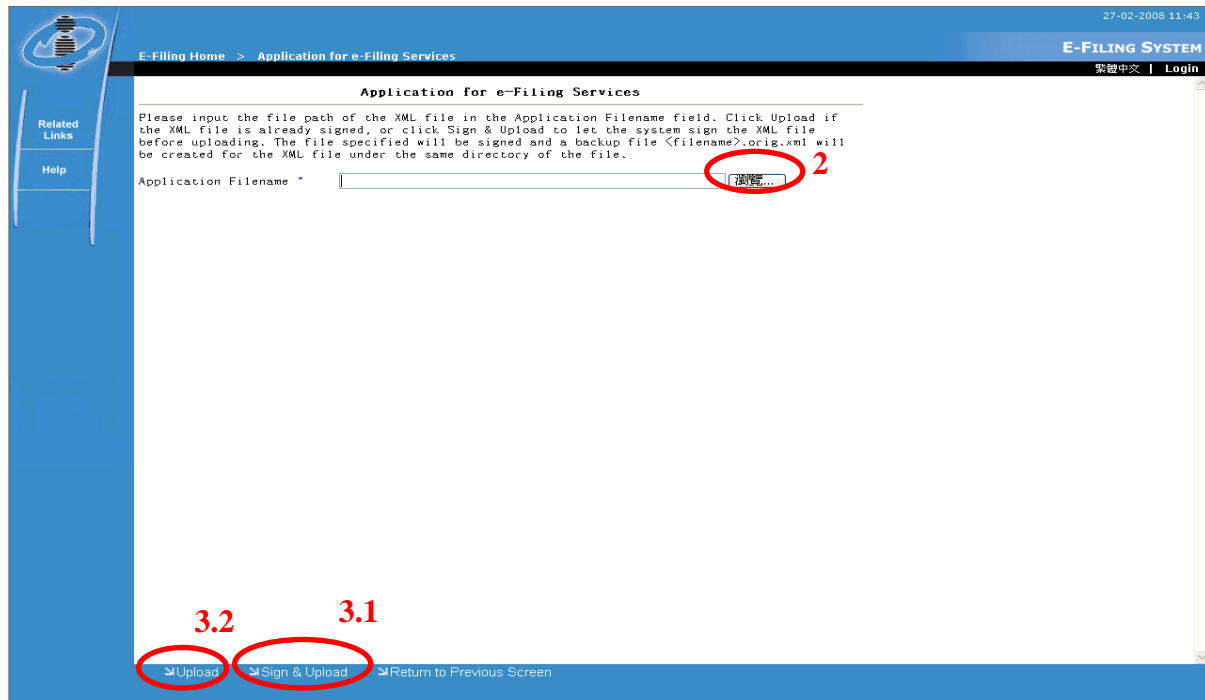
**Note:** After clicking **OK**, a message is displayed to confirm if conversion is successful. You can also set a default export path if you want other XML files to be saved in the same location (see "Introduction to The Electronic Form Template" for details).

#### 1.1.2 Submitting the Application for e-Filing Services Form to IPD

After accomplishing and preparing the XML file, you need to submit it online to IPD through the **Application for e-Filing Services** screen. Once your online application has been approved by IPD, you will be given a Customer ID and a Web User account.

Instruction

1. From **E-Filing Home** screen, select **Application for e-Filing Services**.



**Application for e-Filing Services**

2. Input the location and file name of the XML file you prepared in the *Application Filename*, or click **Browse**, then find and select the XML file from the dialog box.

**Note:** The XML file still has to be "signed" by an electronic certificate. This is done as a security measure when you submit your application online to IPD. If you used the Word template provided by IPD, these electronic form templates are NOT yet "signed".

A program for signing applications is provided in the **Downloads** screen (Please see "Introduction to Electronic Submissions" for details).

The system checks if you have installed the required component for signing. The system will prompt you to confirm whether you have installed this required component. The system will also display a warning message if your browser settings do not allow it to install or run the signing component.

**Note:** The system would automatically download and install the required component for signing when you first browse the **Downloads** or **Application for e-Filing Services** screens. (The download process may take some time if your Internet connection is slow). Your browser must have the following Security Settings:

For Internet Explorer 7.0

- Download Signed ActiveX Control set to Prompt or Enable
- Script ActiveX Controls Marked Safe for Scripting set to Prompt or Enable
- Cookies enabled

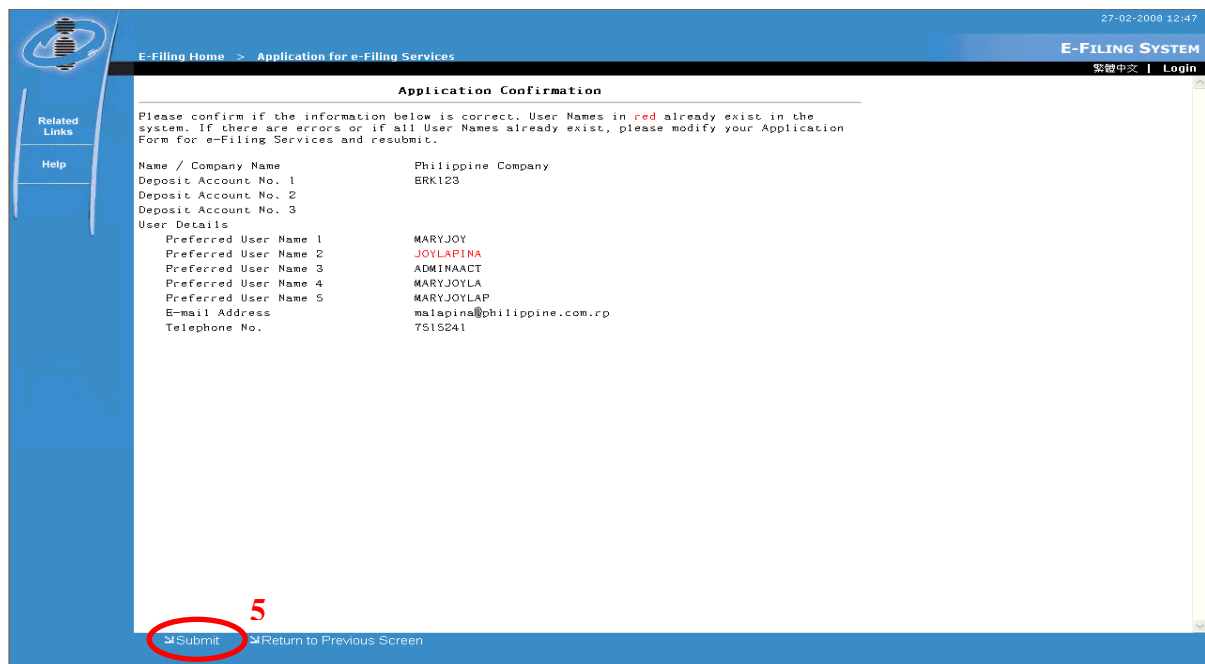
**Note:** Additionally for Windows Vista Users, please add the E-filing Website to the List of Trusted Sites (Internet Explorer -> Internet Explorer (Options) -> Security -> Trusted Sites -> click **Sites** -> specify E-filing Web Address -> click **Add**)

3. Sign your XML application form:

- 3.1. If your XML application form is not yet signed, click **Sign & Upload** to sign the file.
- 3.2. If your XML application form is already signed either by using the offline signing application provided in the **Downloads** screen, or with your own signing program, you should click the **Upload**.

**Note:** After uploading the Application for e-Services Form, the system will extract your application details from the XML file, and display the data extracted on a **Confirmation** screen. If data is not correctly input, you have to make corrections to the original (not signed) XML file or change the eform and generate a new XML file.

4. On the **Confirmation** screen, check if the data is correct.

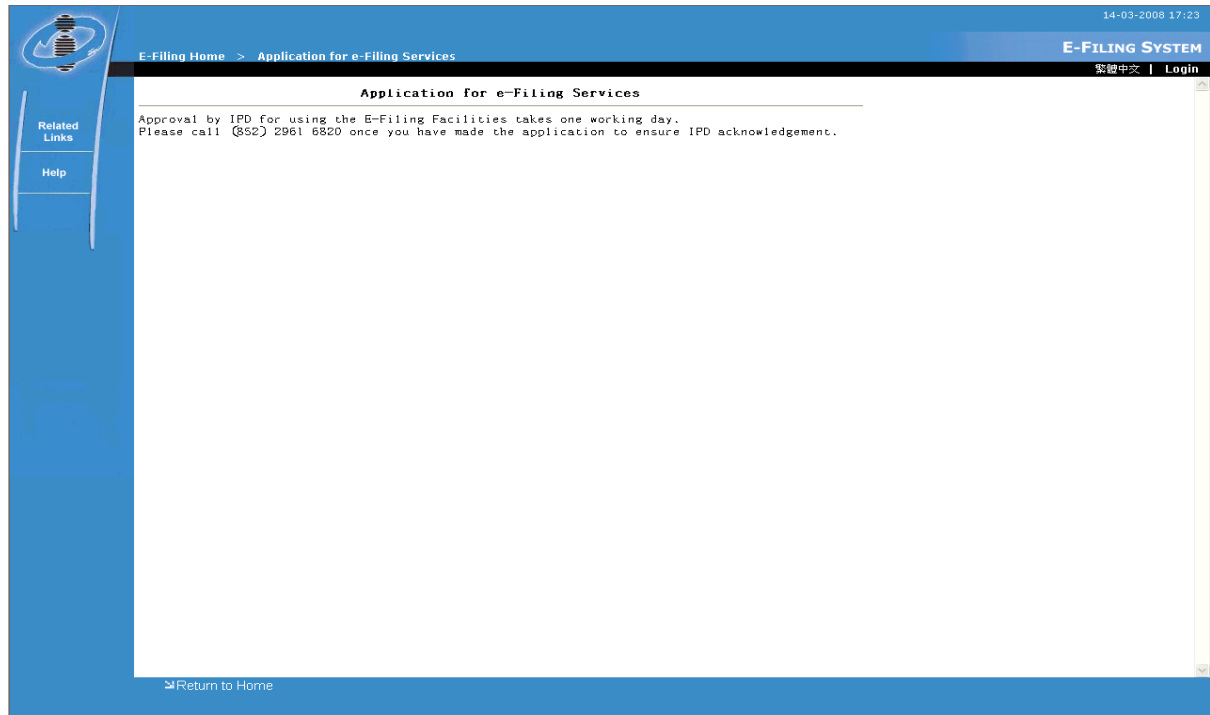


**Application Confirmation**

**Note:** If you want to change the details of the application you intend to submit, click **Return to Previous Screen** and make the appropriate changes.

### 5. Click **Submit**

**Note:** IPD will need time to process your application. Once the application is approved, you will receive an acknowledgment e-mail at the e-mail address you specified. This will include your Customer ID with an individual User Name and password. Use the User Name and password to log into the system.



**Application for e-Filing Services Submission Message**

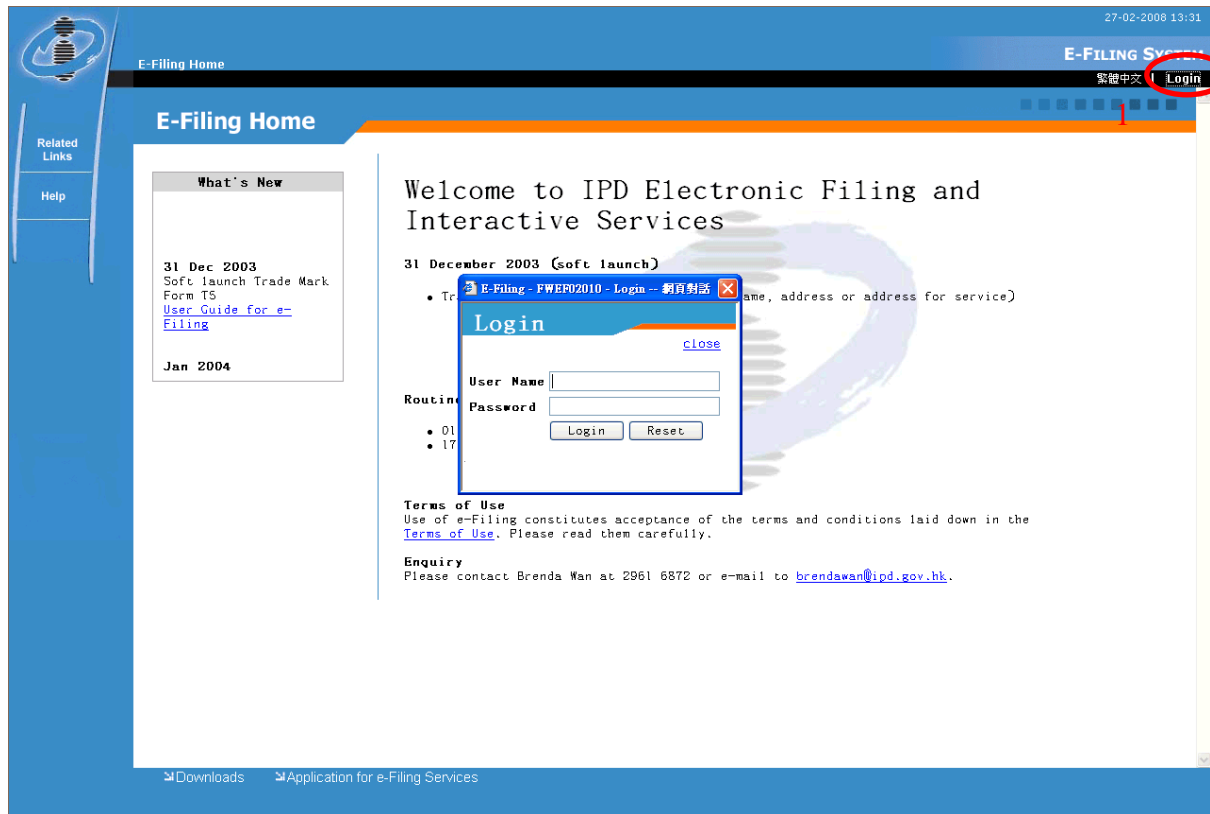
## 1.2 LOGIN

You need log into the system before you can access Interactive Service and Electronic Filing screens. However, you do not need to login to access **Downloads, Application for e-Filing Services, Related Links, and Help** screens. As for the **Admin User** page, the Admin User has to login to make it available.

### Instruction

1. Go to **E-Filing Home** screen, click **Login**.
2. Input Login information. The following mandatory fields must be entered:

- 2.1. User Name
- 2.2. Password



### Log In

3. Click **Login** or press "Enter".

**Note:** For users of Internet Explorer 7, in Windows Vista environments you may need to disable the option that "Enables Protected Browsing" by going to **Internet Explorer -> Tools -> Internet Options -> Security** tab -> then untick **Enable Protected Mode** and click **Apply**. This is for when you encounter errors during login.

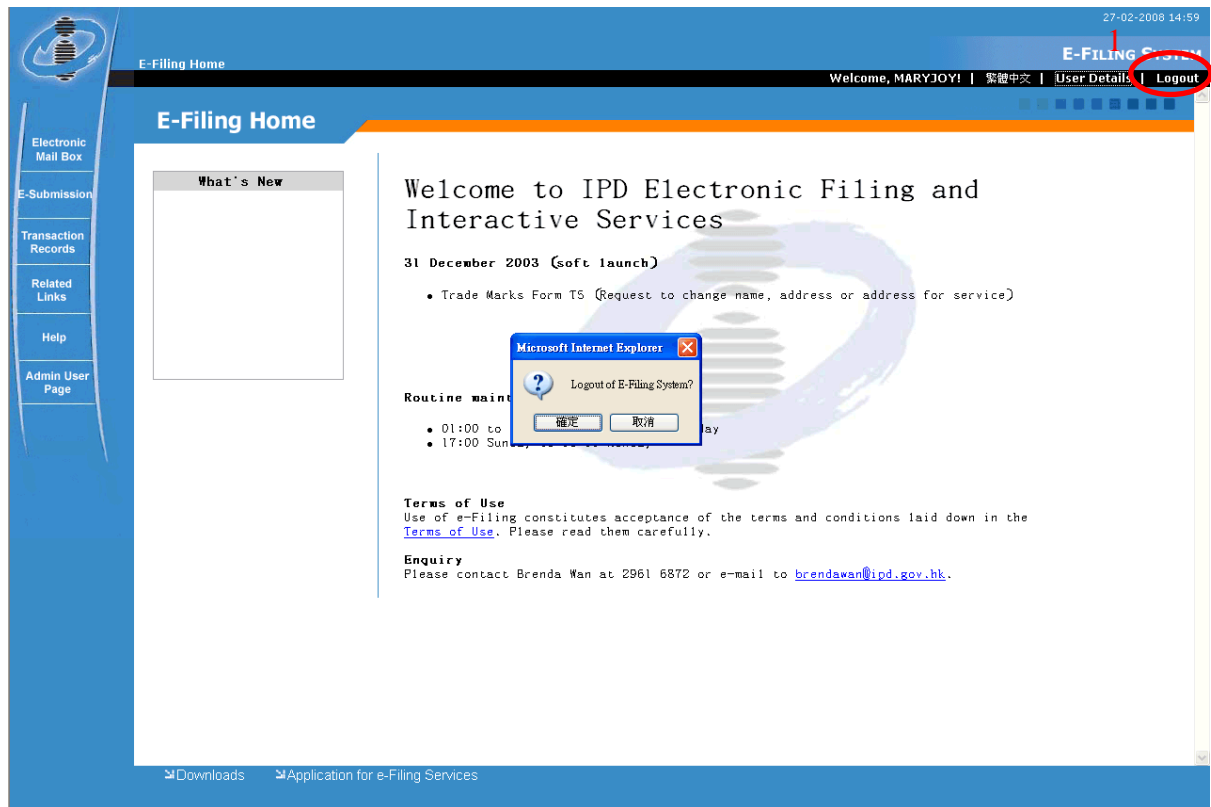
**Note:** Once you login for the first time, you will be prompted to change the password (see "Change Password" for details). Otherwise, you cannot proceed to the E-Filing screens that requires login until the password has been changed.

**Note:** Click **Reset** to clear *User Name* and *Password*.

### 1.3 LOGOUT

#### Instruction

1. Click **Logout**.



#### Logout

2. Click **OK** in the dialog box.
3. Click **OK** in the second dialog box that confirms successful logout.

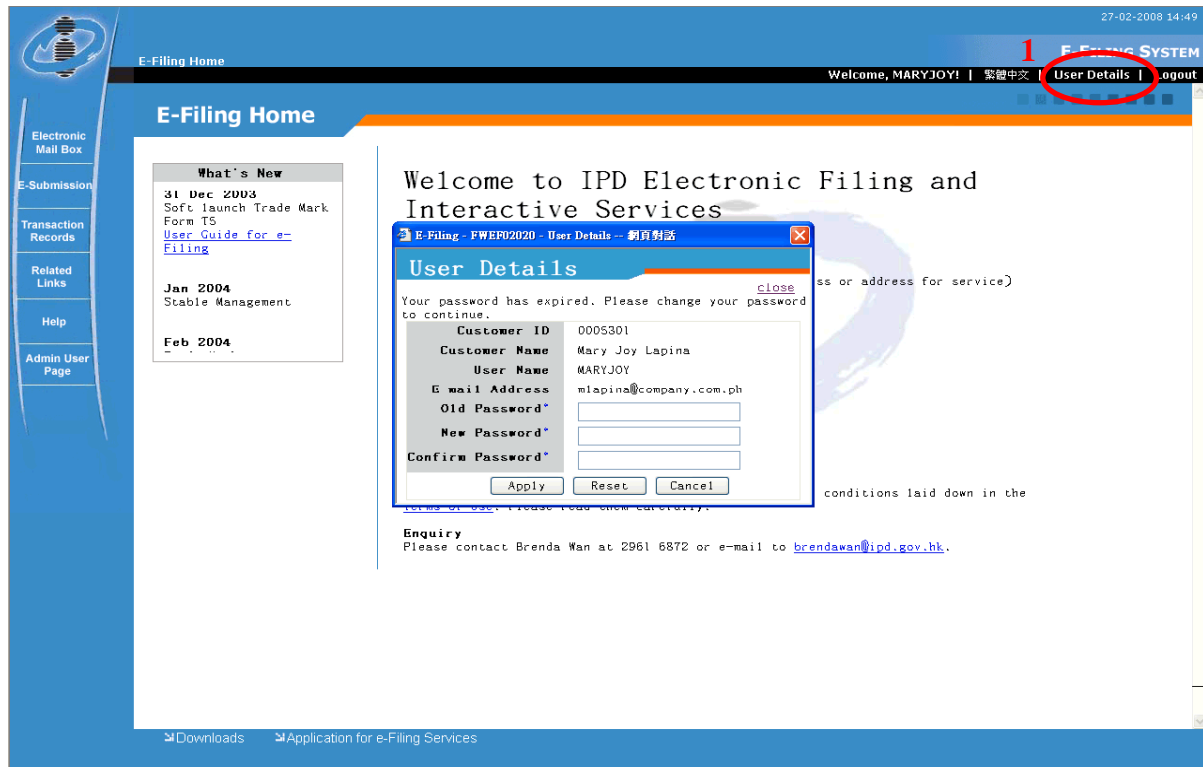
**Note:** After logging out, you are redirected to the **E-Filing Home** screen.

## 1.4 CHANGE PASSWORD

For security purposes, the system-generated password initially sent along with the approved Account Application is set to expire by default. This is done, so that the system may prompt the user to immediately change the initial system-generated password.

### Instruction

1. Click **User Details**.



### User Details

2. Input User Details information. The following mandatory fields must be entered:

- 2.1. Old Password
- 2.2. New Password

**Note:** The following are requirements for your password:

- Minimum password length is 6 characters
- Password must contain at least one letter of the alphabet
- Password must contain at least one numeric digit
- Password must contain at least one of the following special keyboard characters:  
(~`!@#\$%^&\*()\_+={ } [ ] ; : " < > , . ? /)
- Password validation is case insensitive

- 2.3. Confirm Password

**Note:** Click **Reset** to clear *Old Password*, *New Password* and *Confirm Password*.

3. Click **Apply**.

**Note:** Click **Cancel** to stop changing password and close the screen.



## 1.5 APPLICATION FOR ADDITIONAL USER ACCOUNTS

The first user who applies for the Customer ID Account at IPD becomes the Admin User. IPD decides which of the users are granted Admin User rights.

The Admin User has authority that enables him/her to manage the user accounts under the same Customer ID. Only the Admin User of a Customer ID can apply for additional User Accounts, suspend or reactivate suspended user accounts under the same Customer ID (see "Admin User Guide" for details).

## 1.6 GENERAL CONTROLS

General controls are links, buttons and icons that will allow you to carry out transactions, execute processing actions, view and navigate to screens of the E-Filing System. General controls can be seen on most of the screens, or their appearance follows a specific pattern depending on what elements are displayed onscreen.

### 1.6.1 Menu

The E-Filing System menu is located at the left panel of the screen. It is used to navigate to different major components or sections of the E-Filing System.

#### Instruction

1. Logon to the E-Filing System using your User Name and Password.

**Note:** If you are not logged in, only **Related Links** and **Help** are the components that are available on the menu.




**E-Filing System Menu**

2. Click any link on the menu to arrive at its corresponding screen.

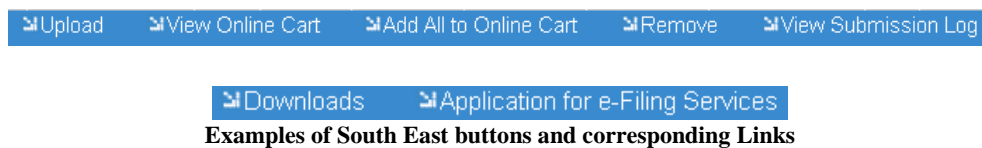
**Note:** The IPD logo at the top of the menu is a link to the **E-Filing Home** page.

### 1.6.2 South East Buttons and Links

South East buttons  and corresponding links are located at the bottom of screens. These controls are used to go to other screens, execute a processing action, carry out transactions, apply filters and view documents or data.

#### Instruction

1. Logon to the E-Filing System using your User Name and Password.
2. Click any South East button and its corresponding link to go to other screens, execute a processing action, carry out transactions, apply filters and view documents or data.





**Examples of South East buttons and corresponding Links**

**Note:** If you are not logged in, only **Downloads** and **Application for e-Filing Services** are the links that are available.

### 1.6.3 Language Links

You can easily change the language of E-Filing System screens - you can switch languages from English to Traditional Chinese with just a simple click of a link. Language links are located at the upper right corner of the banner. After clicking a language link, the main screen and all its child screens are refreshed to display text in the language that you selected. Context on the main menu, captions, labels, and generated messages also change language. However, the language that was used to originally input data in the forms is preserved.

#### Instruction

1. Click  to switch to Traditional Chinese.
2. Click  to switch to English.

### 1.6.4 Navigation Links

Navigation links are located at the top of the E-Filing System banner. Navigation links provide the name of the current screen you are currently viewing and previously visited screens. The name of the screens are links that you can click to go their respective screens.

#### Instruction

1. Click a screen name link to go to that screen.



Navigation Links

### 1.6.5 Record Links

After you have just retrieved a large number of records, the records result list usually do not fit in just one page. Thus, if the records retrieved are too many, the records result list is displayed on a certain number of pages. You can use the Record Links located immediately at the upper right corner of the records result list to navigate to these pages.

<< < [1] [2] [3] [4] [5] > >>  
Record Links

Record Links are made up of <<, <, [**page number**], > and >> links. They are only displayed when retrieved records exceed the number of records that can be displayed in a page.

#### Instruction

1. Click << link to display the first page of the records result list.
2. Click >> link to display the last page of the records result list.
3. Click [1][2][3][4][5] page number links to display the corresponding page number.
4. Click < link to display the previous page.
5. Click > link to display the next page.

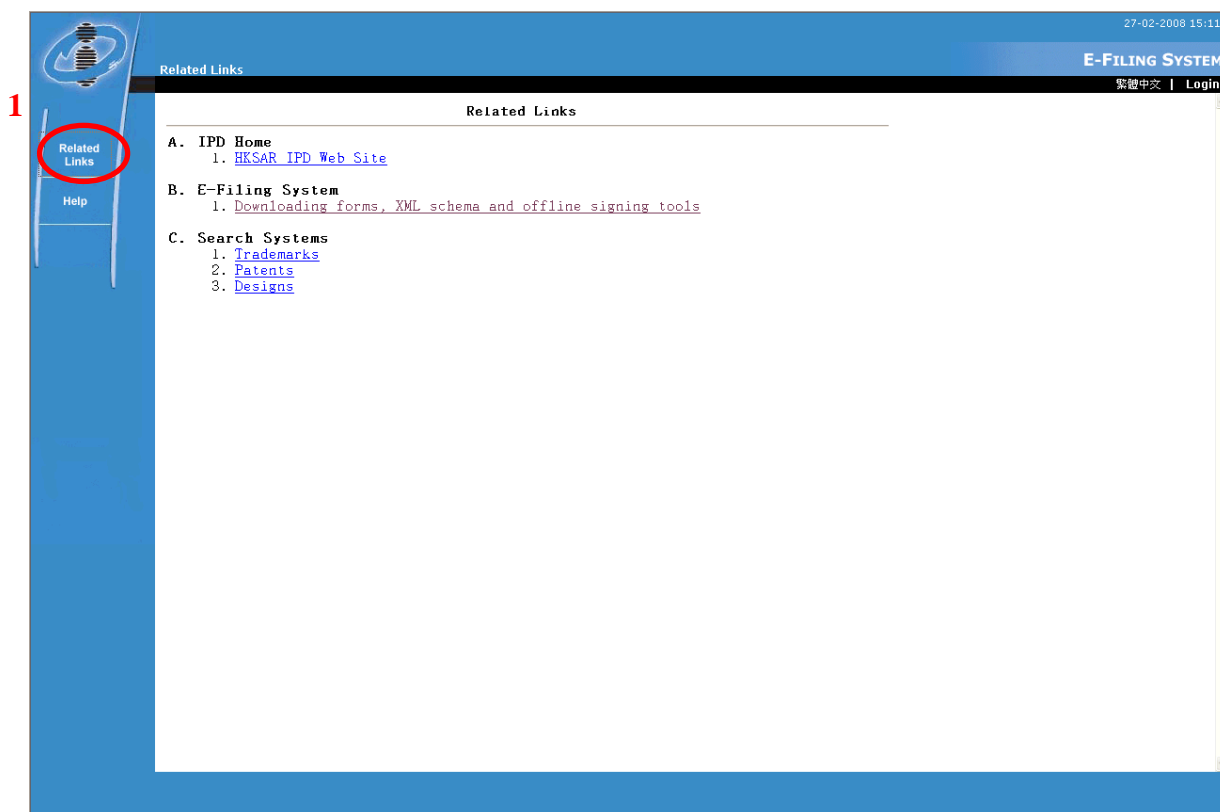
## 1.7 RELATED LINKS

This link directs you to the **HK IPD** (Hong Kong Intellectual Property Department) **Web Site**, **IPD Trade Mark Search System**, **Design Search System**, and **Patent Search System**.

In the **Trade Mark Search System** you can search for Trade Mark records in the Trade Marks Registry to find out if there are any marks in the Trade Mark Registry which are similar to the one you intend to apply for registration. If you know that your Trade Mark does not have any similarities with others, you can avoid submitting an application that may conflict with other Trade Marks that have been registered or are awaiting registration.

### Instruction

1. From **E-Filing Home** screen, select **Related Links**.



Related Links

2. On **Related Links** screen, click **Trade Mark Search System** (see "**Trade Mark Search System**" for details).

**Note:** Upon clicking **Trade Mark Search System** or **Design Search System** or **Patent Search System**, the search screen is displayed. There are two main search screens in Trade Mark or Designs or Patent Search: **Simple Search** and **Advanced Search**.

## 1.8 HELP

The **Help** screen is used as a reference on E-Filing System components and how to use them. It contains comprehensible topics and simple instructions to guide you in using the E-Filing System effectively.

### 1.8.1 Help screen

#### Instruction

1. From **E-Filing Home** screen, select **Help**.

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- [E-Submissions](#)
- [Transaction Records](#)
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### [FAQ](#)

### [Roadmap](#)

Contact us by e-mail at [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk) for any inquiries on E-Filing.

2. On the **Help** screen, click a Help topic link to display content of that topic.

**Note:** If you are using a major component of the E-Filing System and then you click the **Help**, the system will display the Help topic associated with the screen you are currently viewing. Thus, you save time instead of searching for topics.

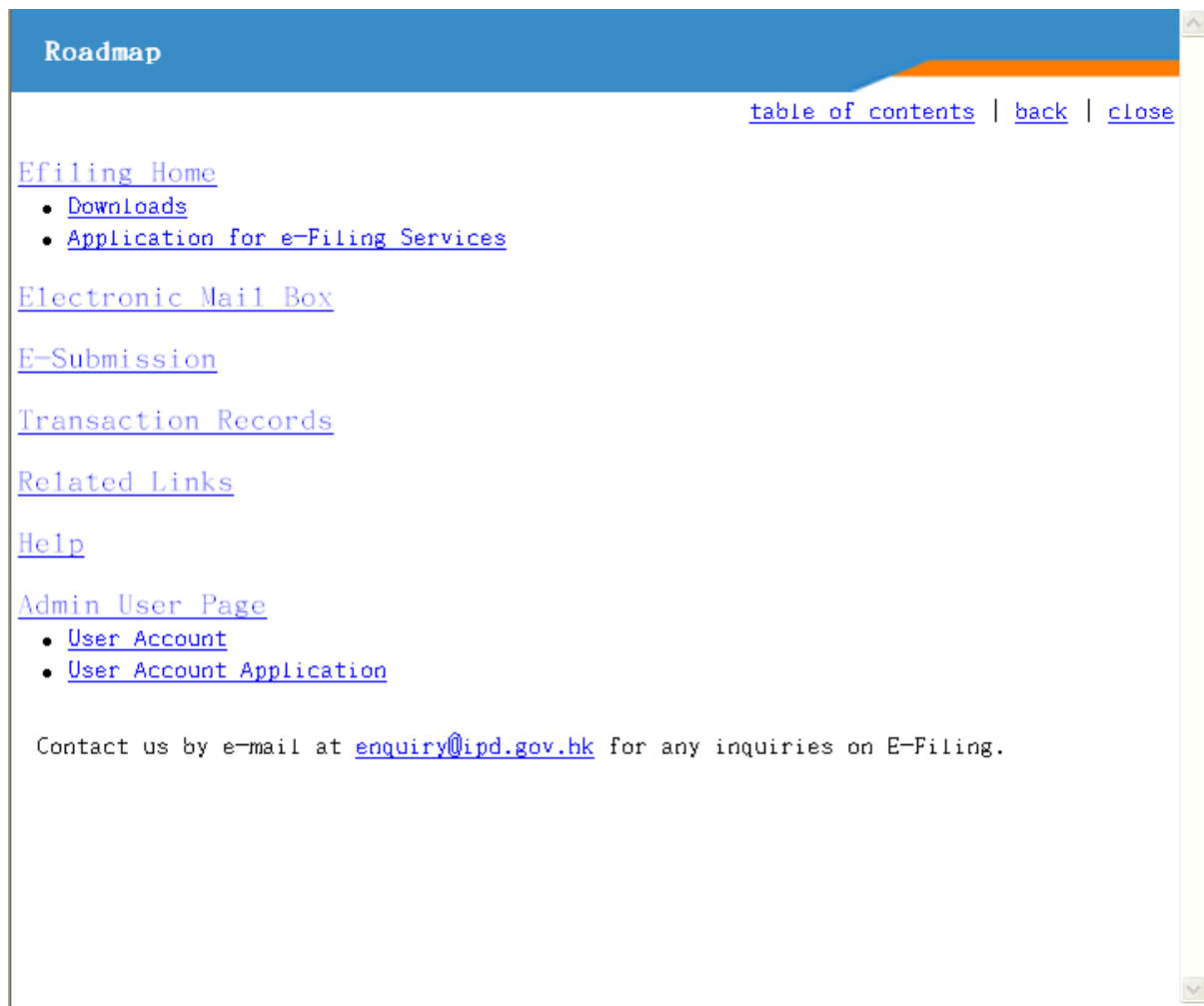
**Note:** If you click **Help** while the **E-Filing Home** screen is currently open, the system will display the Help file's Table of Contents. Click any Help topic in the Table of Contents and you will learn more about the system and its functions.

### 1.8.2 Roadmap screen

A **Roadmap** screen is used to provide the Web User with information about the usage flow of the e-Filing System. It can be accessed through a link on the Online Help Table of Contents.

#### Instruction

1. From the Online Help Table of Contents, click **Roadmap**.



Help (Roadmap)



2. Select and click the link of the particular component you want to go to.

## **2. INTRODUCTION TO THE ELECTRONIC FORM TEMPLATE**

The electronic form templates are application forms in Word format (".dot"), which generate XML files. XML formats are primarily machine readable formats. These XML files are then submitted to IPD, through our E-Filing Web Site. Currently, the templates only support MS Word 2000, MS Word XP, MS Word 2003 and MS Word 2007. English Version, Traditional Chinese Version and Simplified Chinese Version of MS Word are supported.

### **2.1 GENERATING XML FILES USING THE ELECTRONIC FORM TEMPLATE**

#### **Instruction**

1. Go to **Downloads** in the **E-Filing Home** screen. Download the Electronic Form Template.



21-03-2011 11:59

[E-Filing Home](#) > [Downloads](#)

**E-FILING SYSTEM**  
[繁體中文](#) | [Login](#)

**Downloads**

**A. Application Forms for e-Filing Services**

1. [Application for e-Filing Services](#) (Application as new e-filer)
2. [Application for additional User Account](#)

**B. Trade Marks Forms**

**(I) Interactive Forms**

1. [T5 - Request to Change Applicant's/Owner's Name, Address, Address for Service or Agent's Address](#)
2. [T8 - Request for Renewal of a Trade Mark Registration](#)
3. [T10 - Application or Notice to Register an Assignment / a Transfer or an Assent](#)
4. [T13 - Request for Extension of Time](#)

**(II) Electronic Forms**

1. [T1 - Request for Search of Records/Request for Preliminary Advice on Registrability](#)
2. [T2 - Application for Registration of a Trade Mark \(Including Certification Mark, Collective Mark and Defensive Mark\)](#)
3. [T3 - Request to Divide Application for Registration](#)
4. [T4 - Request to Merge Applications for Registration/Request to Merge Separate Registrations](#)
5. [T5 - Request to Change Name, Address, Address for Service or Agent's Address \(for Licensee or Person having an Interest in the Mark\)](#)
6. [T5A - Request to Amend Application](#)
7. [T5B - Request to Amend Representation of Trade Mark/Request to Delete Trade Mark in Series](#)
8. [T8 - Request for Restoration and Renewal of a Trade Mark Registration](#)
9. [T9 - Surrender of Registered Mark](#)
10. [T10 - Application or Notice to Register a Court Order or a Security Interest/Request to Amend or Remove Registered Particulars of Security Interest](#)
11. [T11 - Application or Notice to Register a Licence/Request to Amend or Remove Registered Particulars of a Licence](#)
12. [TC - E-Filing for Trade Marks Correspondence](#)

**C. Registered Designs Forms**

**(I) Interactive Forms**

1. [D12 - Request for Alteration of Applicant's/Registered Owner's Name, Address, Address for Service or Agent's Address](#)

**(II) Electronic Forms**

1. [D1 - Application for Registration of Designs](#)
2. [D2 - Request for Amendment of Application/Correction of Error in the Register or in Filed Documents](#)
3. [D3 - Request for Reinstatement of Application](#)
4. [D4 - Application for Extension of Time](#)
5. [D5 - Application to Register Particulars of Transactions Affecting Rights in Registered Designs/ Notice of Transactions Affecting Rights in Applications/Application to Cancel Claim to be Mortgagee or Licensee](#)
6. [D8 - Notice to Surrender Registration](#)
7. [D11 - Application for Renewal of a Registered Design](#)
8. [D12 - Request for Alteration of Name, Address, Address for Service or Agent's Address \(for Persons Other Than Applicant/Registered Owner\)/Request for Correction of Address, Address for Service or Agent's Address](#)
9. [DC - E-Filing for Designs Correspondence](#)

**D. Patents Forms**

**(I) Interactive Forms**

1. [P9/P10 - Request for Renewal of a Patent/Maintaining Application for Standard Patent](#)
2. [P18 - Request for Alteration of Applicant's/Proprietor's Name, Address, Address for Service or Agent's Address](#)

**(II) Electronic Forms**

1. [P4 - Request to Record a Designated Patent Application for a Standard Patent](#)
2. [P5 - Request for Registration of a Designated Patent and Grant of a Standard Patent](#)
3. [P6 - Request for Grant of a Short-term Patent](#)
4. [P7 - Request for Correction of Error/Request to Publish a Corrected Translation](#)
5. [P8 - Request to Make an Amendment](#)
6. [P12 - Application to Restore a Withdrawn Standard Patent Application Due to Non-Payment of Maintenance Fee/Application to Restore a Lapsed Standard Patent/Application to Restore a Lapsed Short-term Patent](#)
7. [P13 - Notice Requesting Reinstatement of a Patent Application/Application for Restoration of Rights](#)
8. [P16 - Notice of Offer to Surrender a Patent](#)
9. [P18 - Request for Alteration of Name, Address, Address for Service or Agent's Address \(for Persons Other Than Applicant/Proprietor\)/Request for Correction of Address, Address for Service or Agent's Address](#)
10. [P19 - Application for Registration or Notice to the Registrar of Rights Acquired in or Under a Patent or a Patent Application](#)
11. [PC - E-Filing for Patents Correspondence](#)
12. [SP3 - Request for Extension of Time/Paying Penalty Fee for Late Filing of Translation](#)

**E. XML Schemas**

1. [Trade Marks Forms](#)
2. [Registered Designs Forms](#)
3. [Patents Forms](#)

**F. Offline Signing**

1. [HTML Signing Application for Internet Explorer](#)

[Return to Previous Screen](#)





Downloads

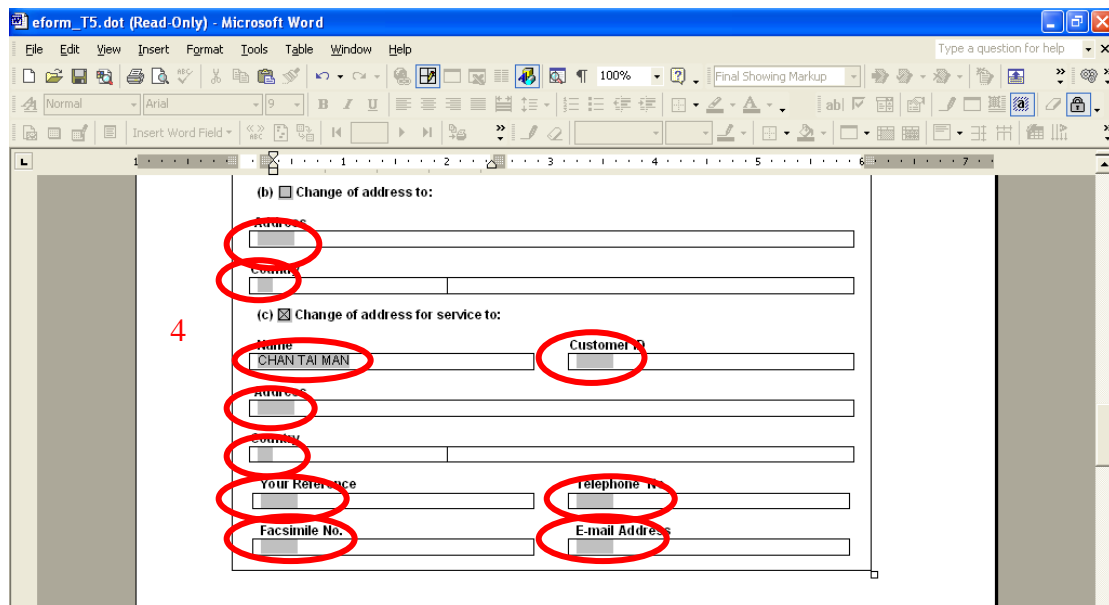
2. Ensure that the Macro template is enabled in your Microsoft Word. To modify the macro security settings, select **Tools -> Macro -> Security**. On the screen, select the **Security Level** tab and choose **Medium** or **Low**. Click **OK** to confirm the setting.

For MS Word 2007 users, save the downloaded application forms into a "trusted location". To specify a "trusted location" for Word 2007, click the **Office Button >> click Word Options >> click Trust Center >> click Trust Center Settings >> click Trusted Locations >> tick Add new location (tick Subfolders of this location are also trusted if you want Word 2007 to consider these subfolders as "trusted locations" also).**

3. Open the electronic form template.

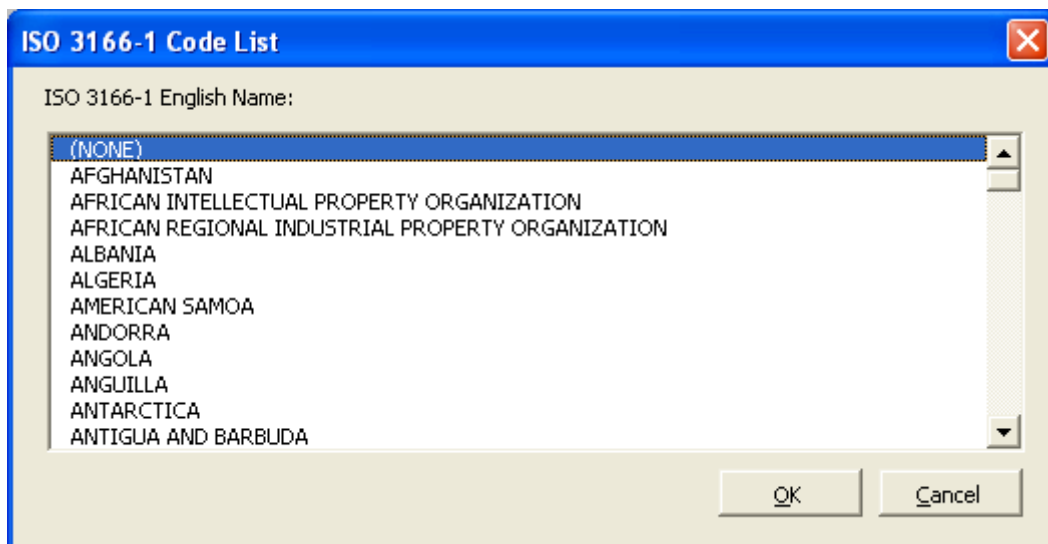
**Note:** Choose **Enable Macro** if your macro security setting is **Medium**

4. Click on the grey area within a field and type in the information.



Sample Electronic Form

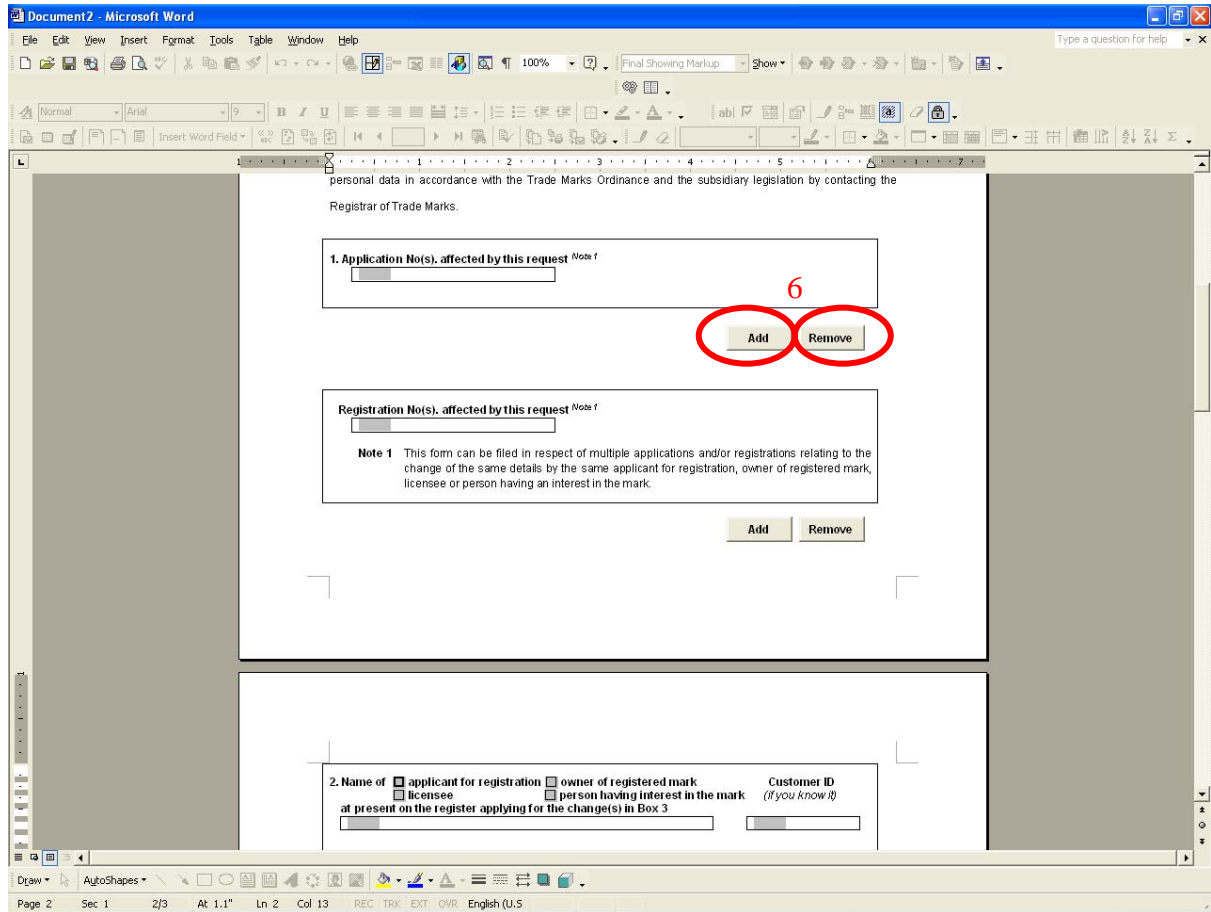
5. To specify a country, click on the grey area in the **Country** field and a country list appears for you to choose from.



Select Country

6. Some fields (e.g. Application Number, Class Specification, etc.) can accept more than one entry. Click **Add** to add a new row or click **Remove** to delete the last row.

**Note:** On Click of **Remove** all the data in the last row will be removed.



**Add / Remove Button**

7. To tick a checkbox, click on the box and an 'X' will be displayed.

<p>12 3-Dimensional shape, colour, sound, smell or other non-traditional mark (if applicable)</p> <p>Please indicate by marking the appropriate box(es) the nature of your mark:</p>				
<input type="checkbox"/> 3-Dimensional shape	<input type="checkbox"/> Colour	<input type="checkbox"/> Sound	<input type="checkbox"/> Smell	<input checked="" type="checkbox"/> Others (e.g. movement mark, hologram)

**Checkboxes**

8. To embed attachments into the electronic form, enter the path and filename of your attachments in the box provided.

5. Attachment

Attachment file name and location (e.g. C:\TM\Attachment.pdf)

C:\MyAttachment.pdf

**Specifying File Name and Location**

**Note:** Attachments supported by the templates include JPEG (\*.jpg), PDF (\*.pdf) and text (\*.txt) file formats. For text file attachments, the electronic form expects its content to be a comma and/or new line delimited list of values. For example, if the attachment contains application numbers, the following text:

199780045, 300001678, 899976509

456254543, 143440000


will be treated as five different application numbers.

14 Audio / video file of a sample of a sound or other non-traditional mark (if any)

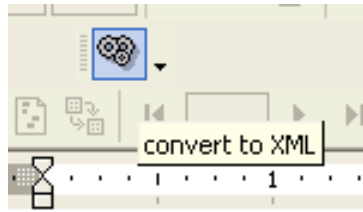
Attachment file name and file path (e.g. C:\trade marks\attachment.mp3)

**Audio / Video File Attachments**

**Note:** Specific E-forms such as TC (e-Filing for Trade Marks Correspondence) and T2 (Application for Registration of a Trade Mark) will have specific attachment fields that can support Audio/Video File attachments. To attach Audio/Video files, specify the complete path and filename of the file to be attached. Note that as of the moment only the following filetypes of Audio/Video attachments (.wav, .mp3, .mpeg and .wmv). The e-Filing system will validate the filetypes of the attachments and will also check the validity of the audio/video attachments as part of the e-Filing e-form validations on upload.

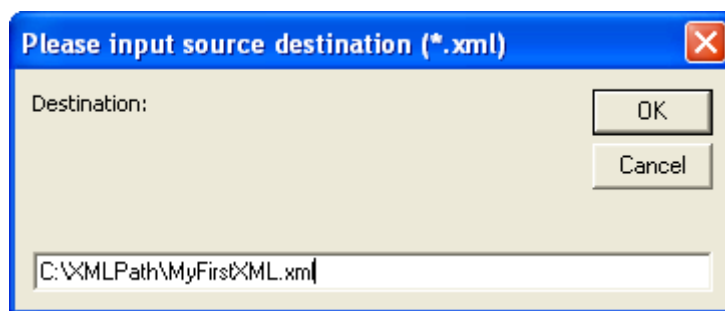
9. When all the information is ready, press the  **Convert to XML** icon on the toolbar / ribbon to generate the XML file. Depending on the size of the attachments, the time taken for the generation of the XML file will vary.

**Note:** It is recommended that you save the file before generating the XML document by clicking **File -> Save As...** and then input the desired filename.



**The Convert to XML button**

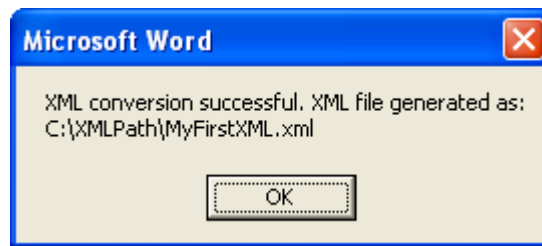
10. Input the desired filename of the XML file and its path (e.g. C:\XMLPath\MyFirstXML.xml). To avoid inputting the file path every time, a default path function is available enabling the setting of a default export path for the XML file. Please refer to the "Setting a Default Export Path" section for details.



**Specifying File Name and Export Path for the XML File**



11. A confirmation message is displayed if the conversion is successful.



Conversion Successful

12. The XML file will be available at the location specified in step 10. (e.g. C:\XMLPath\MyFirstXML.xml)

## 2.2 SETTING A DEFAULT EXPORT PATH

You can set the default export path for an electronic form template by using the set default path function. This means that you do not have to input the export file path each time an XML file is generated.

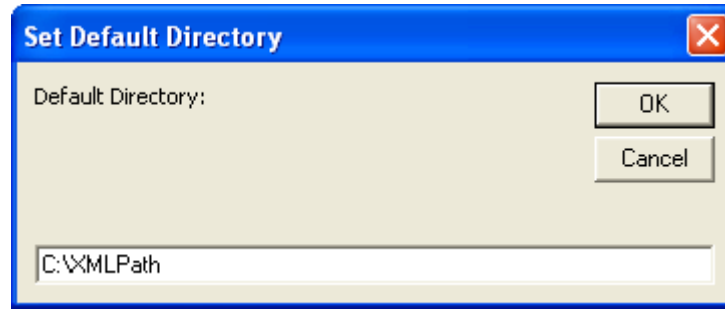
### Instruction

1. Save the electronic form template.
2. Click the **Set Default Path** button



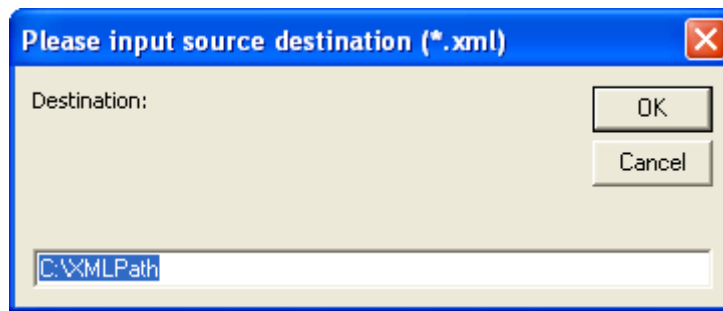
Set Default Path Button

3. Input the default export path and then press **OK**.



Specifying Default Export Path / Directory

4. After saving the default path, whenever you click the **Convert to XML** button, the default path is displayed and highlighted in the box. A default export path will be set up only for that particular E-form; so, you still need to repeat this procedure if you need to set up default export paths for other E-forms.



Default Path Displayed after Clicking Convert to XML Button

### 2.3 UNDERSTANDING THE XML SCHEMAS

The XML schemas are documents that use XML syntax to define the elements that can appear within an XML document and the attributes that can be associated with an element. It also defines the structure of the XML document like: which elements are child elements of others, the sequence in which the child elements can appear, and the number of child elements. It defines whether an element is empty or can include text. The XML schema can also define default values for attributes. XML schemas are mainly used for validating the correctness of the XML document and serves as a guide on creating XML documents to the system.

By May 2006, there is no specific XML standard from OGCIO for the IP industry. The XML standard used are defined explicitly for this system.

File Name	Description
coretype.xsd	Contains the base or primitive types to be used in the XML schema
xmlsig-core-schema.xsd	Contains the definitions for XML Signature
CustomerID.xsd	Contains definitions used for Application for e-Filing Services
WebUser.xsd	Contains definitions used for Application for e-Filing Services - User Account

File Name	Description
<b>Trade Mark Schema</b>	
tmlr-implementation.xsd	Contains the complex types to be used in the XML Schema of Trade Mark Forms
tmlr-business.xsd	Contains generic definitions for Trade Marks Forms
eform.xsd	The XML Schema used to validate the Trade Mark Forms
<i>E-Forms</i>	
FormT1.xsd	Contains definitions used for T1 - Request for Search of Records/Request for Preliminary Advice on Registrability
FormT2.xsd	Contains definitions used for T2 - Application for Registration of a Trade Mark (Including Certification Mark, Collective Mark and Defensive Mark)
FormT3.xsd	Contains definitions used for T3 - Request to Divide Application for Registration
FormT4.xsd	Contains definitions used for T4 - Request to Merge Applications for Registration/Request to Merge Separate Registrations
FormT5.xsd	Contains definitions used for T5 - Request to Change Name, Address, Address for Service or Agent's Address (for Licensee or Person having an Interest in the Mark)
FormT5A.xsd	Contains definitions used for T5A - Request to Amend Application
FormT5B.xsd	Contains definitions used for T5B - Request to Amend Representation of Trade Mark/Request to Delete Trade Mark in Series
FormT8.xsd	Contains definitions used for T8 - Request for Restoration and Renewal of a Trade Mark Registration
FormT9.xsd	Contains definitions used for T9 - Surrender of Registered Trade Mark
FormT10.xsd	Contains definitions used for T10 - Application or Notice to Register a Court Order or a Security Interest/Request to Amend or Remove Registered Particulars of Security Interest
FormT11.xsd	Contains definitions used for T11 - Application or Notice to Register a Licence/Request to Amend or Remove Registered Particulars of a Licence
Correspondence.xsd	Contains definitions used for TC - E-Filing for Trade Marks Correspondence
<i>Interactive E-Forms</i>	
FormT5i.xsd	Contains definitions used for T5i - Request to Change Applicant's/Owner's Name, Address, Address for Service or Agent's Address
FormT8i.xsd	Contains definitions used for T8i - Request for Renewal of a Trade Mark Registration
FormT10i.xsd	Contains definitions used for T10i - Application or Notice to Register an Assignment / a Transfer or an Assent
FormT13i.xsd	Request for Extension of Time
<b>Design Schema</b>	
dras-implementation.xsd	Contains the complex types to be used in the XML Schema of Design Forms
dras-business.xsd	Contains generic definitions for Design Forms

## USER GUIDE

<b>File Name</b>	<b>Description</b>
eformDRAS.xsd	The XML Schema used to validate the Design Forms
<i>E-Forms</i>	
FormD1.xsd	Contains definitions used for D1 - Application for Registration of Designs
FormD2.xsd	Contains definitions used for D2 - Request to Amend an Application/Request to Correct an Error in the Register or in Filed Documents
FormD3.xsd	Contains definitions used for D3 - Request for Reinstatement of Application
FormD4.xsd	Contains definitions used for D4 - Application for Extension of Time
FormD5.xsd	Contains definitions used for D5 - Application to Register Particulars of Transactions Affecting Rights in Registered Designs/ Notice of Transactions Affecting Rights in Applications/Application to Cancel Claim to be Mortgagee or Licensee
FormD8.xsd	Contains definitions used for D8 - Notice to Surrender Registration
FormD11.xsd	Contains definitions used for D11 - Application for Renewal of a Registered Design
FormD12.xsd	Contains definitions used for D12 - Request for Alteration of Name, Address, Address for Service or Agent's Address (for Persons Other Than Applicant/Registered Owner)/Request for Correction of Address, Address for Service or Agent's Address
FormDC.xsd	Contains definitions used for DC - E-Filing for Designs Correspondence
<i>Interactive E-Forms</i>	
FormD12i.xsd	Contains definitions used for D12 - Request for Alteration of Applicant's/Registered Owner's Name, Address, Address for Service or Agent's Address
<b>Patent Schema</b>	
epatcom-implementation.xsd	Contains the complex types to be used in the XML Schema of Patent Forms
epatcom-business.xsd	Contains generic definitions for Patent Forms
eformEPATCOM.xsd	The XML Schema used to validate the Patent Forms
<i>E-Forms</i>	
FormP4.xsd	Contains definitions used for P4 - Request to Record a Designated Patent Application for a Standard Patent
FormP5.xsd	Contains definitions used for P5 - Request for Registration of a Designated Patent and Grant of a Standard Patent
FormP6.xsd	Contains definitions used for P6 - Request for a Grant of a Short-term Patent
FormP7.xsd	Contains definitions used for P7 - Request for Correction of Error/Request to Publish a Corrected Translation
FormP8.xsd	Contains definitions used for P8 - Request to Make an Amendment
FormP12.xsd	Contains definitions used for P12 - Application to Restore a Withdrawn Standard Patent Application Due to Non-Payment of

## USER GUIDE

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File Name	Description
	Maintenance Fee/Application to Restore a Lapsed Standard Patent/Application to Restore a Lapsed Short-term Patent
FormP13.xsd	Contains definitions used for P13 - Notice Requesting Reinstatement of a Patent Application/Application for Restoration of Rights
FormP16.xsd	Contains definitions used for P16 - Notice of Offer to Surrender a Patent
FormP18.xsd	Contains definitions used for P18 - Request for Alteration of Name, Address, Address for Service or Agent's Address (for Persons Other Than Applicant/Proprietor)/Request for Correction of Address, Address for Service or Agent's Address
FormP19.xsd	Contains definitions used for P19 - Application for Registration or Notice to the Registrar of Rights Acquired in or Under a Patent or a Patent Application
FormPC.xsd	Contains definitions used for PC - E-Filing for Patents Correspondence
FormSP3.xsd	Contains definitions used for SP3 - Request for Extension of Time/Paying Penalty Fee for Late Filing of Translation
<i>Interactive E-Forms</i>	
FormP9P10i.xsd	Contains definitions used for P9/P10 - Request for Renewal of a Patent/Maintaining Application for Standard Patent
FormP18i.xsd	Contains definitions used for P18 - Request for Alteration of Applicant's/Proprietor's Name, Address, Address for Service or Agent's Address

### Note:

1. The XML Schemas can be downloaded at the **Downloads** of the **E-Filing Home** screen.
2. Files will be in zip format (\*.zip).

### 3. INTRODUCTION TO ELECTRONIC SUBMISSIONS

After your Customer ID and Web User Account application has been approved by IPD, you can upload, submit and pay for applications via our E-Filing System.

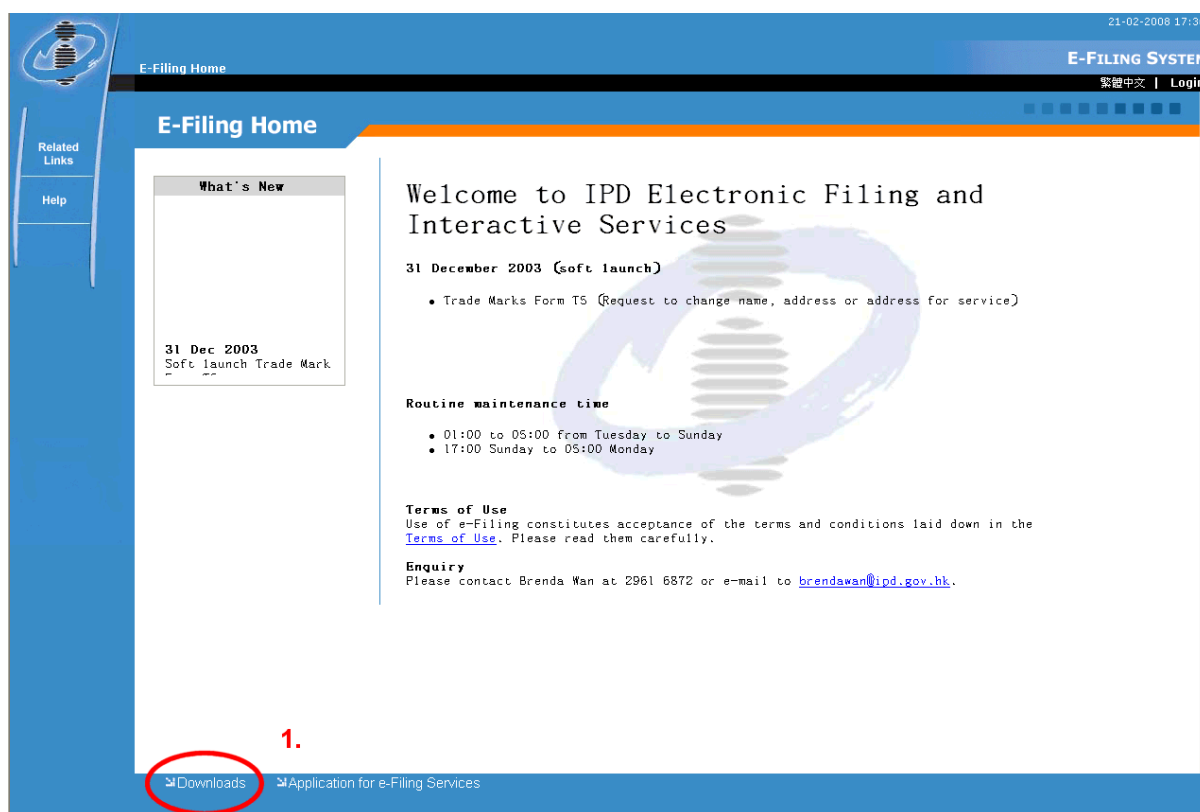
You need to upload the XML documents of your application onto the system. The system will extract the data from the documents and then generate the PDF files for preview. After previewing the application, you may submit and pay for your application to IPD.

Interactive Forms are processed by IPD immediately upon upload. For more information regarding these applications, please see "Introduction to Electronic Submissions (Interactive Services)" for details.

#### 3.1 PREPARING AND UPLOADING APPLICATIONS

Instruction

1. Click **Downloads** on the Electronic Filing Home page.



Electronic Filing Home Page

2. Prepare the required XML file for submission
  - a. If you are using the Word template provided by IPD
    - i. Download the desired Trade Mark Form, Design Form or Patent Form under the heading **E-Forms** from Section B, C and D respectively.
    - ii. Complete the form and generate the required XML (see "Introduction to the Electronic Form Template" for details).
  - b. If you are generating XML files using your own XML applications
    - i. Download the desired XML Schemas in Section E.
    - ii. Extract all schema files into any directory.
    - iii. Create an XML document using eform.xsd, eformDRAS.xsd, eformEPATCOM.xsd together with the desired elements (formT1, formD1, formP4 ... etc.).



E-Filing Home > Downloads

21-03-2011 11:59

**E-FILING SYSTEM**

繁體中文 | Login

**Downloads**

**A. Application Forms for e-Filing Services**

1. [Application for e-Filing Services](#) (application as new e-filer)
2. [Application for additional User Account](#)

**B. Trade Marks Forms**

**(I) Interactive Forms**

1. [T5 - Request to Change Applicant's/Owner's Name, Address, Address for Service or Agent's Address](#)
2. [T8 - Request for Renewal of a Trade Mark Registration](#)
3. [T10 - Application or Notice to Register an Assignment / a Transfer or an Assent](#)
4. [T13 - Request for Extension of Time](#)

**(II) Electronic Forms**

1. [T1 - Request for Search of Records/Request for Preliminary Advice on Registrability](#)
2. [T2 - Application for Registration of a Trade Mark \(Including Certification Mark, Collective Mark and Defensive Mark\)](#)
3. [T3 - Request to Divide Application for Registration](#)
4. [T4 - Request to Merge Applications for Registration/Request to Merge Separate Registrations](#)
5. [T5 - Request to Change Name, Address, Address for Service or Agent's Address \(for Licensee or Person having an Interest in the Mark\)](#)
6. [T5A - Request to Amend Application](#)
7. [T5B - Request to Amend Representation of Trade Mark/Request to Delete Trade Mark in Series](#)
8. [T8 - Request for Restoration and Renewal of a Trade Mark Registration](#)
9. [T9 - Surrender of Registered Mark](#)
10. [T10 - Application or Notice to Register a Court Order or a Security Interest/Request to Amend or Remove Registered Particulars of Security Interest](#)
11. [T11 - Application or Notice to Register a Licence/Request to Amend or Remove Registered Particulars of a Licence](#)
12. [TC - E-Filing for Trade Marks Correspondence](#)

**C. Registered Designs Forms**

**(I) Interactive Forms**

1. [D12 - Request for Alteration of Applicant's/Registered Owner's Name, Address, Address for Service or Agent's Address](#)

**(II) Electronic Forms**

1. [D1 - Application for Registration of Designs](#)
2. [D2 - Request for Amendment of Application/Correction of Error in the Register or in Filed Documents](#)
3. [D3 - Request for Reinstatement of Application](#)
4. [D4 - Application for Extension of Time](#)
5. [D5 - Application to Register Particulars of Transactions Affecting Rights in Registered Designs/ Notice of Transactions Affecting Rights in Applications/Application to Cancel Claim to be Mortgagee or Licensee](#)
6. [D8 - Notice to Surrender Registration](#)
7. [D11 - Application for Renewal of a Registered Design](#)
8. [D12 - Request for Alteration of Name, Address, Address for Service or Agent's Address \(for Persons Other Than Applicant/Registered Owner\)/Request for Correction of Address, Address for Service or Agent's Address](#)
9. [DC - E-Filing for Designs Correspondence](#)

**D. Patents Forms**

**(I) Interactive Forms**

1. [P9/P10 - Request for Renewal of a Patent/Maintaining Application for Standard Patent](#)
2. [P18 - Request for Alteration of Applicant's/Proprietor's Name, Address, Address for Service or Agent's Address](#)

**(II) Electronic Forms**

1. [P4 - Request to Record a Designated Patent Application for a Standard Patent](#)
2. [P5 - Request for Registration of a Designated Patent and Grant of a Standard Patent](#)
3. [P6 - Request for Grant of a Short-term Patent](#)
4. [P7 - Request for Correction of Error/Request to Publish a Corrected Translation](#)
5. [P8 - Request to Make an Amendment](#)
6. [P12 - Application to Restore a Withdrawn Standard Patent Application Due to Non-Payment of Maintenance Fee/Application to Restore a Lapsed Standard Patent/Application to Restore a Lapsed Short-term Patent](#)
7. [P13 - Notice Requesting Reinstatement of a Patent Application/Application for Restoration of Rights](#)
8. [P16 - Notice of Offer to Surrender a Patent](#)
9. [P18 - Request for Alteration of Name, Address, Address for Service or Agent's Address \(for Persons Other Than Applicant/Proprietor\)/Request for Correction of Address, Address for Service or Agent's Address](#)
10. [P19 - Application for Registration or Notice to the Registrar of Rights Acquired in or Under a Patent or a Patent Application](#)
11. [PC - E-Filing for Patents Correspondence](#)
12. [SP3 - Request for Extension of Time/Paying Penalty Fee for Late Filing of Translation](#)

**E. XML Schemas**

1. [Trade Marks Forms](#)
2. [Registered Designs Forms](#)
3. [Patents Forms](#)

**F. Offline Signings**

1. [HTML Signing Application for Internet Explorer](#)

Return to Previous Screen

2a

2b



Downloads page

- Go to the **E-Filing Home** page and login with your User Name and Password (see "Application for Electronic Filing Services" for details).
- Click **E-Submission** from the main menu on the left hand side.

**Note:** The "File List Ready for Submission" page will be displayed. It contains all the files previously uploaded under the same customer ID and the corresponding status.

- Click **Upload** at the bottom of the screen. The Upload page will be shown.

The screenshot displays the 'File List Ready for Submission' page in the E-Filing System. The page header includes the system name, user information, and a welcome message. A sidebar on the left contains navigation options, with 'E-Submission' highlighted. The main content area shows a table of file uploads. The table has the following columns: Upload Date/Time (D-M-Y hh:mm), Form Name, Fee, Your Reference, Uploaded By, Signed By, Upload ID, Size (KB), Status, and Add to Online Cart. The table lists several files, most with a status of 'Validation Failed' and one with 'Under Processing'. At the bottom of the page, there is a navigation bar with buttons for 'Upload', 'View Online Cart', 'Add All to Online Cart', 'Remove', and 'View Submission Log'. The 'Upload' button is circled in red and labeled with the number '5'. The 'E-Submission' menu item in the sidebar is also circled in red and labeled with the number '4'.

Upload Date/Time (D-M-Y hh:mm)	Form Name	Fee	Your Reference	Uploaded By	Signed By	Upload ID	Size (KB)	Status	Add to Online Cart
13-02-2009 14:10	T5A		JTS/RTC/SAB/32143861-000232	CALABA1		U000000062182	0.08	Validation Failed	
13-02-2009 13:34	T2		SD-TM1812	CALABA1	CALABA1	U000000062181	0.08	Validation Failed	
13-02-2009 13:27	T2		SD-TM1812	CALABA1		U000000062180	0.08	Validation Failed	
13-02-2009 13:23	T2		SD-TM1812	CALABA1		U000000062179	0.08	Validation Failed	
13-02-2009 13:21	T2		SD-TM1812	CALABA1		U000000062178	0.08	Validation Failed	
07-02-2009 14:08	T3		T3 001	CALABA1	CALABA1	U000000062113	6.36	Validation Failed	
07-02-2009 13:47	T3		T3 001	CALABA1		U000000062110	6.36	Under Processing	
07-02-2009 13:40	T3		T3 001	CALABA1	CALABA1	U000000062108	6.36	Validation Failed	

File List Ready for Submission

6. Specify the number of applications to be uploaded.
7. For each application, specify the location of the XML file in the text box or select the XML file by clicking the **Browse** button.

**Note:** Interactive and non-interactive applications can be uploaded simultaneously.

**Note:** The deposit account option is used only by interactive applications. It has no effect on non-interactive applications.

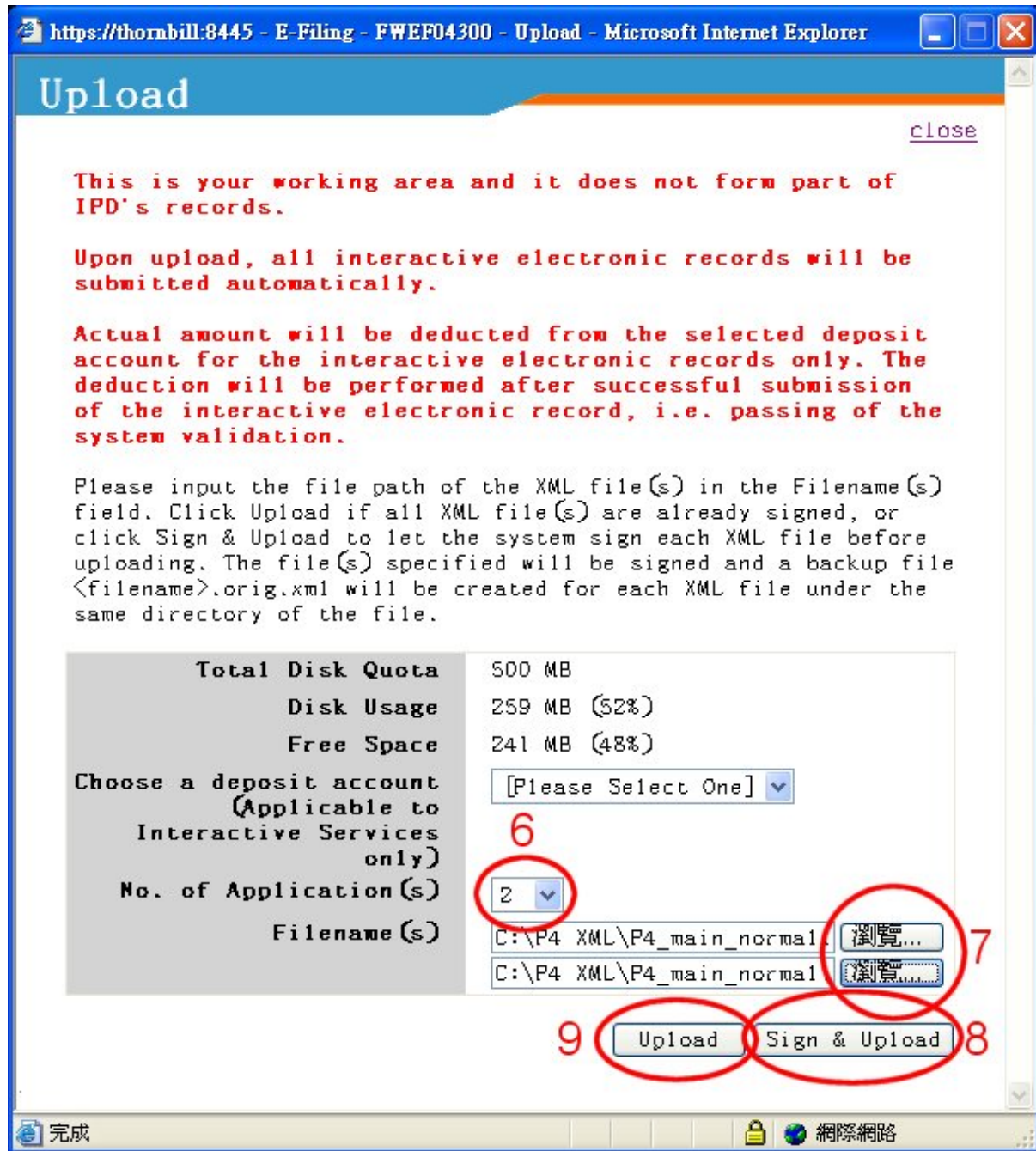
8. If the XML is not signed, click the **Sign & Upload** button.

**Note:** If you are using Internet Explorer and you have only one certificate installed in your browser then your application will be signed using that certificate. Otherwise, you will be prompted to select a certificate. This process is similar to steps 5-7 in section 3.2 "Signing Applications Offline." Finally, if there are multiple XML files then all XML files will be signed.

XML documents generated by the Electronic Form Templates are NOT yet signed.

The system will check if the user has installed the required component for signing. The user may need to confirm the installation if the required component is not installed yet.

9. However, if the XML document is already signed by the user application or by the offline signing tool available in the Downloads page (please refer to "Signing Applications Offline" for details), click the **Upload** button.



Upload page

**Note:** After the upload has been completed, the application will be inserted into the **File List Ready for Submission** with a status of "Under Processing". Depending on the current loading of the system, it may take some time to process the XML documents and generate the PDF files for review. E-filing would try to process the uploaded application for 20 times until the validation is completed. If there were errors encountered or the XML could not be processed after 2 times then the status would be updated to "Validation Failed".

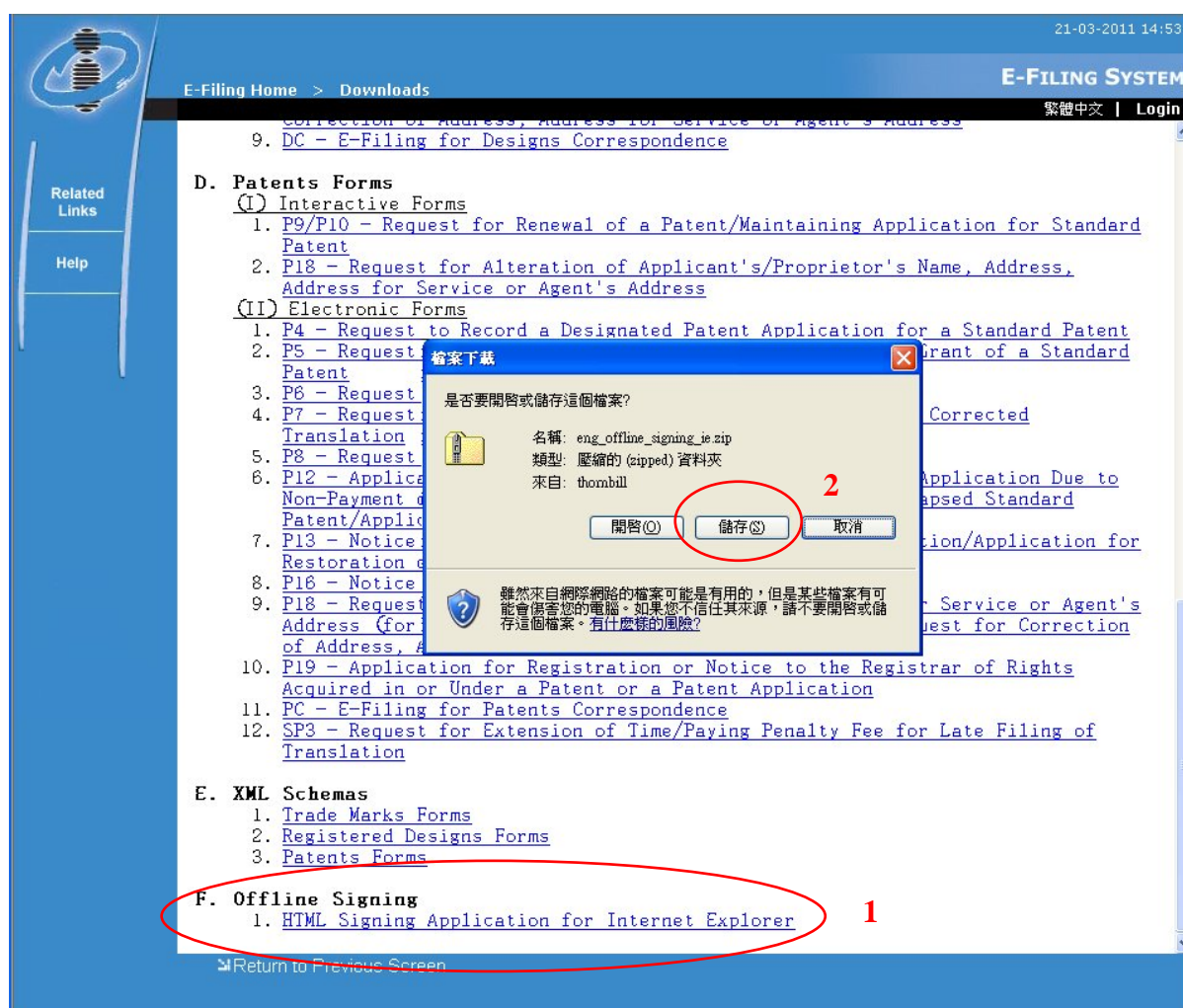
**Note:** Note that the E-filing system will now validate the filesize of the XML documents uploaded. Please try to limit the number and size of attachments in the e-Forms to avoid your applications from failing the validation.

### 3.2 SIGNING APPLICATIONS OFFLINE

You may use the HTML Signing Applications to perform offline signing. These tools are useful in signing E-Filing applications specially when more than one signature is required. For example, you can use this tool to sign your user account application and hand over the signed XML file to your Administrator.

#### Instruction

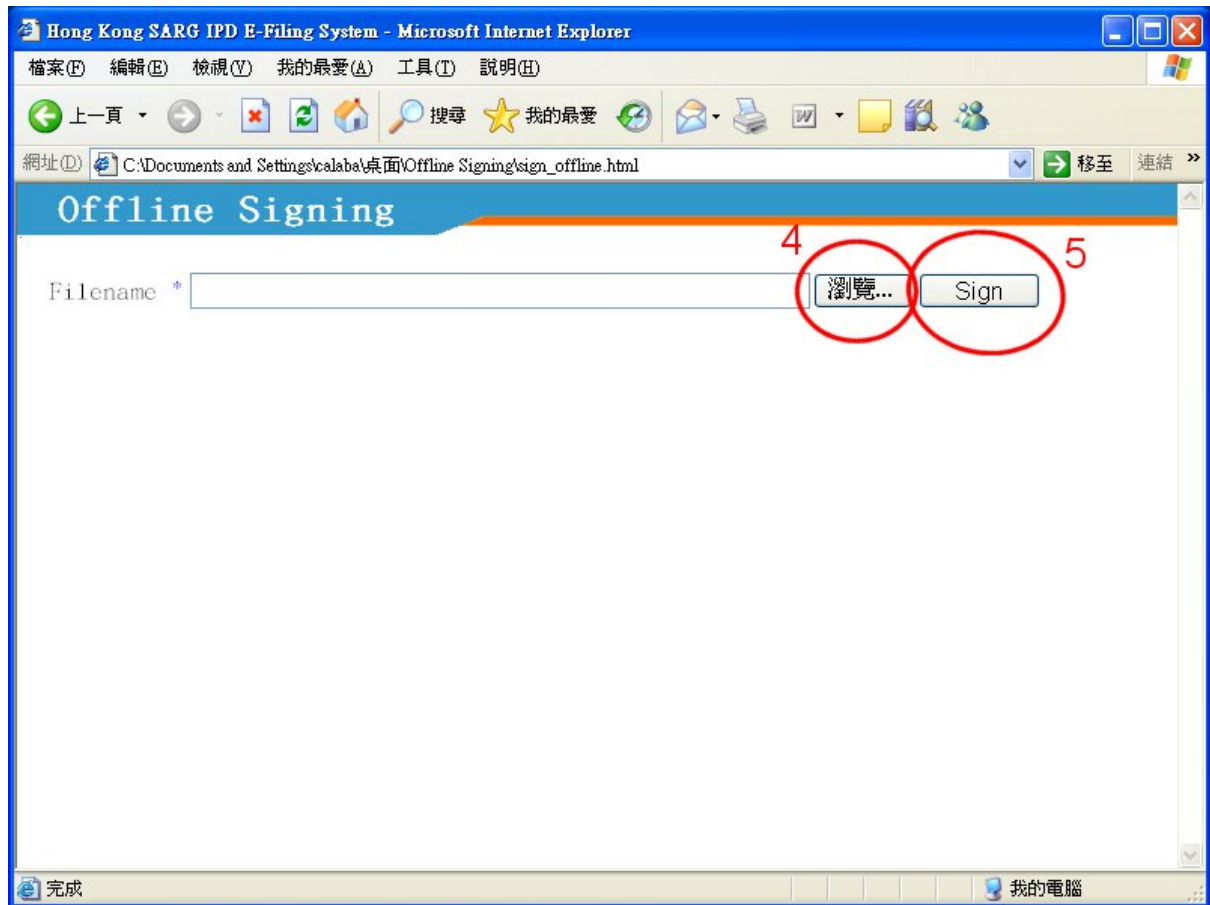
1. From the **Downloads** download the HTML Signing Application for Internet Explorer.
2. The **File Download** window will appear. Save and extract the contents of the zip file to a local directory.



#### Downloads page

3. Open the file **sign\_offline.html**. (For Windows Vista Users, please disable User Account Security the first time the Offline Signing Function is opened to allow the components to be installed.)
4. Specify the location of the XML file to be signed in the field or select the XML file by clicking the **Browse** button.

5. Click **Sign**



Offline Signing page

6. Select the appropriate certificate and click **OK**.



Select Certificate for Internet Explorer

- The selected XML is now signed with the chosen certificate. Note that a backup copy of the unsigned XML has been created with the file extension **.orig**.

### 3.3 REMOVING UPLOADED APPLICATIONS

You can remove the uploaded applications before they are submitted.

Instruction

1. Go to the **File List Ready for Submission** page.
2. Tick the checkbox beside the uploaded application(s) to be removed.

**Note:** Items with a status of "Under Processing" or "Not Yet Paid" cannot be removed.

3. Click **Remove** to remove the selected applications.

The screenshot displays the 'File List Ready for Submission' interface. At the top, it shows system information like 'Welcome, CALABA1!' and 'E-FILING SYSTEM'. Below this, there's a summary of disk usage: Total Disk Quota (500 MB), Disk Usage (259 MB, 52%), and Free Space (241 MB, 48%). A table lists 104 records, with the first 20 shown. The table has columns for Upload Date/Time, Form Name, Fee, Your Reference, Uploaded By, Signed By, Upload ID, Size (KB), Status, and Add to Online Cart. The first row is selected, and the 'Remove' button at the bottom is circled. Red annotations 1, 2, and 3 highlight the 'E-Submission' menu item, the checkbox, and the 'Remove' button respectively.

Upload Date/Time (D-M-Y hh:mm)	Form Name	Fee	Your Reference	Uploaded By	Signed By	Upload ID	Size (KB)	Status	Add to Online Cart
<input checked="" type="checkbox"/> 13-02-2009 14:10	T5A		JTS/RTC/SAB/32143661-000232	CALABA1		U000000062182	0.08	Validation Failed	
<input type="checkbox"/> 13-02-2009 13:34	T2		SD-TM1812	CALABA1	CALABA1	U000000062181	0.08	Validation Failed	
<input type="checkbox"/> 13-02-2009 13:27	T2		SD-TM1812	CALABA1		U000000062180	0.08	Validation Failed	
<input type="checkbox"/> 13-02-2009 13:23	T2		SD-TM1812	CALABA1		U000000062179	0.08	Validation Failed	
<input type="checkbox"/> 13-02-2009 13:21	T2		SD-TM1812	CALABA1		U000000062178	0.08	Validation Failed	
<input type="checkbox"/> 07-02-2009 14:08	T3		T3 001	CALABA1	CALABA1	U000000062113	6.36	Validation Failed	
<input type="checkbox"/> 07-02-2009 13:47	T3		T3 001	CALABA1		U000000062110	6.36	Under Processing	
<input type="checkbox"/> 07-02-2009 13:40	T3		T3 001	CALABA1	CALABA1	U000000062108	6.36	Validation Failed	

File List Ready for Submission with checkbox ticked.

### 3.4 PREVIEWING AND SUBMITTING UPLOADED APPLICATIONS

The system processes the uploaded applications in batches. It validates the signature, XML documents and generates PDF files for preview. If the submission fails during the validation process, details of the error can be viewed by clicking **Status**. Once the status of an application changes to "Ready to Submit", you can submit the application to IPD via the E-Filing page.

#### Instruction


1. A PDF file is created for the applications that you have uploaded. Click the hyperlink in the *Form Name* column to preview an application. (It is recommended that you preview your applications before submission)

**Note:** For selected e-Forms (e.g. T2, TC, Patent and Design e-Forms) clicking the hyperlink in *Form Name* column will display the list of files included in the application. Clicking on the individual hyperlink in *Document Type* will select the file for download and/or open. For Audio/Video Attachments the default Media Player will be called to open the selected file if available, check the settings in the local machine for details.

Sequence No.	Document Type	Filename
1	<a href="#">Form I2</a>	
2	<a href="#">Audio/Video Attachment</a>	Sound.mp3
3	<a href="#">Audio/Video Attachment</a>	hologram.mpeg


Documents List



- Applications with a status of "Validation Failed" cannot be submitted. To find out the cause of the failure, click on the corresponding hyperlink under the *Status* column. This will open the Failure Reason screen listing the causes of failure.
- Add the desired application to the Online Cart by clicking the  icon. Only applications with a status of "Ready to Submit" or "Not Yet Paid" can be added.
- To check the contents of the online cart without adding any application, click on **View Online Cart**.

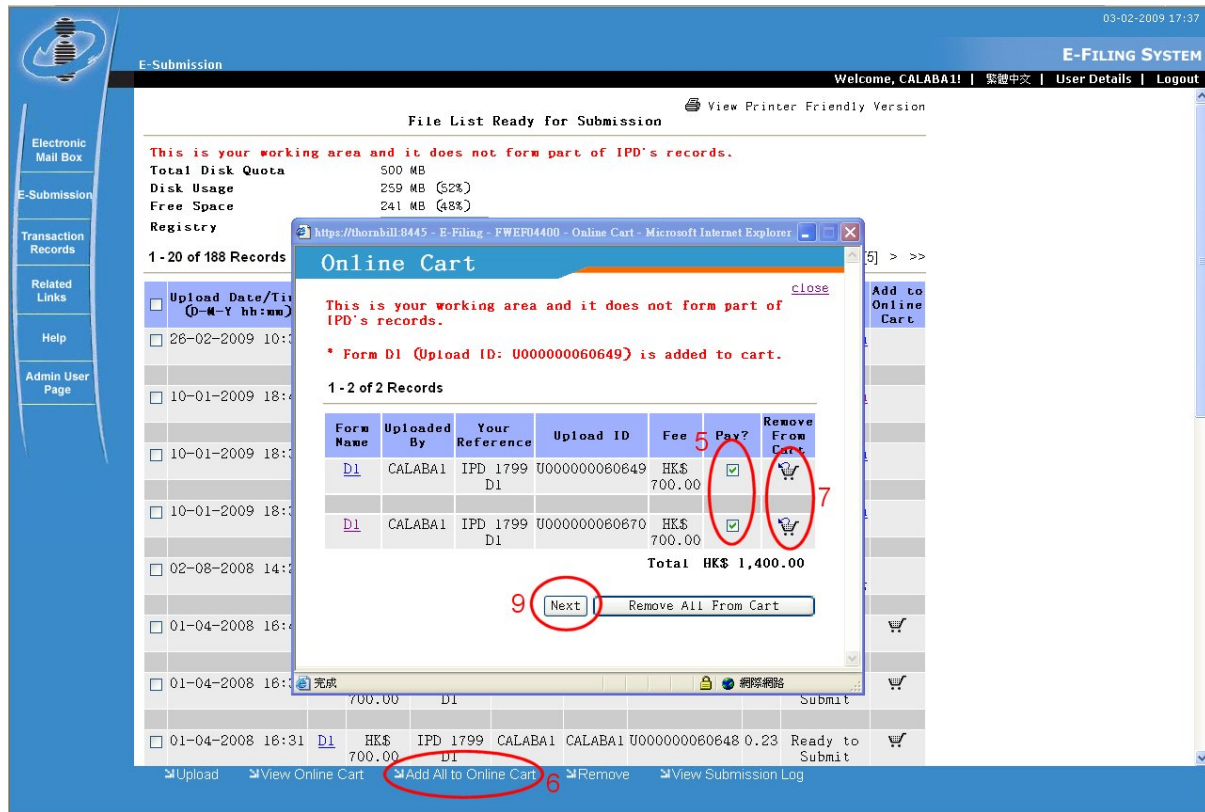
The screenshot displays the 'File List Ready for Submission' interface. At the top, it shows system information like 'E-Submission', 'Welcome, CALABA1!', and 'E-FILING SYSTEM'. Below this, there's a summary of disk usage and a registry dropdown. The main part is a table with 10 columns: **Upload Date/Time**, **Form Name**, **Fee**, **Your Reference**, **Uploaded By**, **Signed By**, **Upload ID**, **Size (MB)**, **Status**, and **Add to Online Cart**. The table lists several records, including some with 'Validation Failed' status and others with 'Ready to Submit' status. Red circles and numbers highlight specific elements: a '2' circles the 'Validation Failed' status of the first record; a '3' circles the shopping cart icons in the 'Add to Online Cart' column for two 'Ready to Submit' records; and a '4' circles the 'View Online Cart' button at the bottom of the table.

**Files List Ready for Submission**

- Payment maybe deferred for some applications. When deferring payment for an application is allowed, un-tick the **Pay?** checkbox to defer payment of fee for that application.
- Simply repeat steps 3 – 5 to add more items to the Online Cart. You can also click the **Add All to Online Cart** button to add all “Ready to Submit” items to the Online Cart.
- To remove an item from Online Cart, simply click the  icon beside the application in Online Cart.

**Note:** Click **Remove All From Cart** to remove all the application from the Online Cart. Please note that the items are removed from Online Cart *only* and not from the **File List Ready for Submission**.

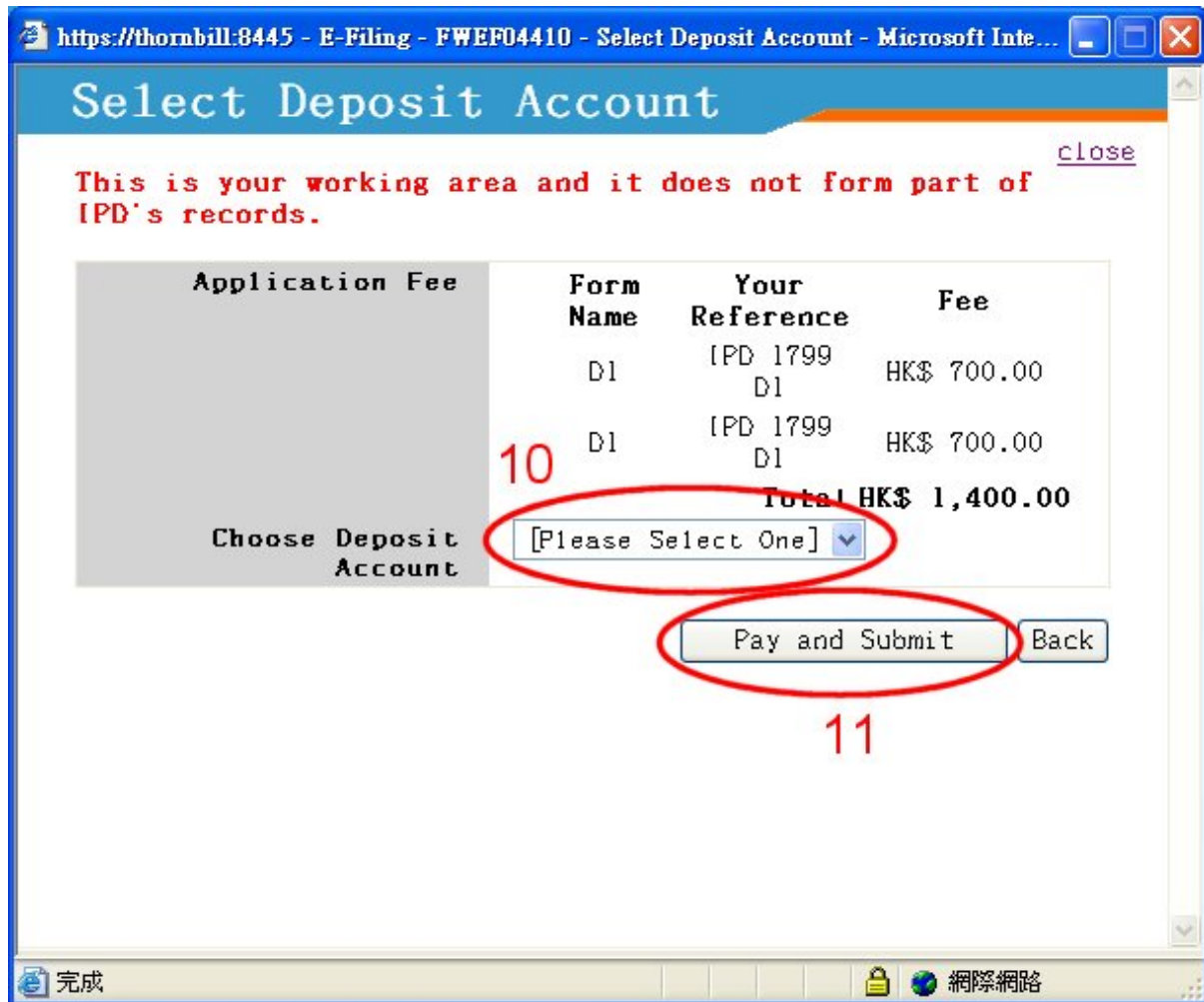
- After adding all the desired items to the Online Cart and if there are no fees to be paid, click **Submit** to proceed.



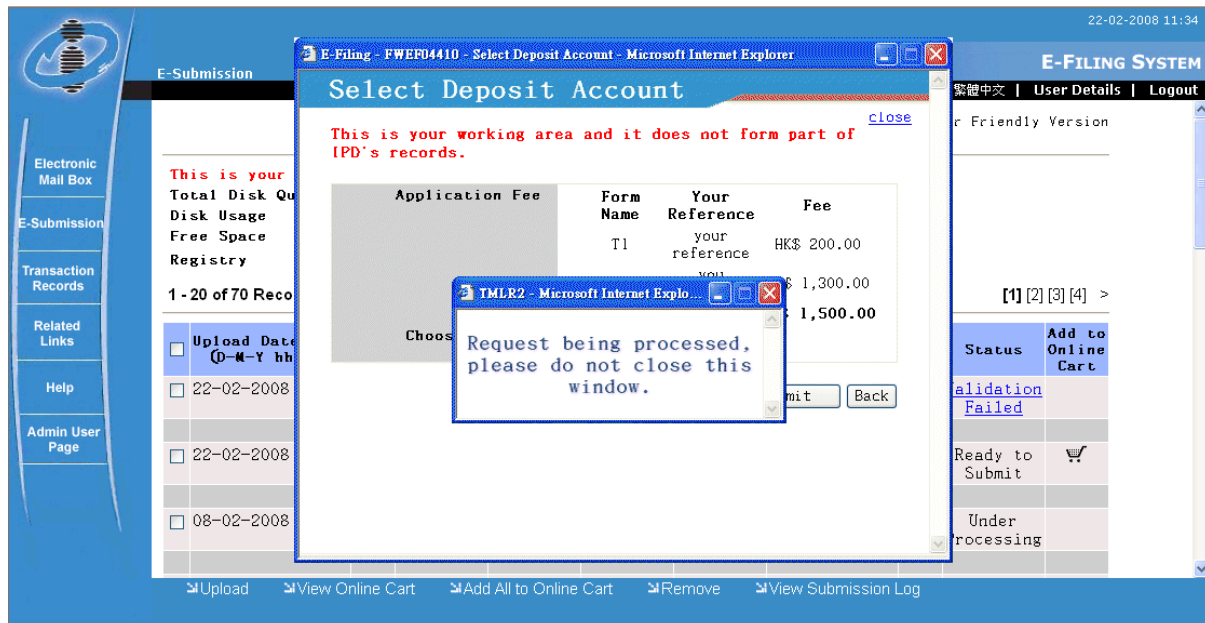
Online Cart

- Otherwise if there are fees to be paid, you will see the **Next** button instead of the **Submit** button. Click **Next** to go to the **Select Deposit Account** page.
- Choose the deposit account that you want to pay with.
- Click **Pay and Submit** to confirm payment and proceed. A modal window showing "Request is being processed... Please don't close this window." is displayed. Please wait for the processing to finish and the message to close before proceeding with the remaining processes.

**Note:** The system will process the submission and validate the signature. The Submission Details page is then displayed if the submission of the applications was successful. Otherwise, another page informing you of the cause of failure will be displayed. A successful submission of applications means that the IPD received the applications and will consequently be processed.



Select Deposit Account



Processing Submission

Submission Details

View Printer Friendly Version | [close](#)

<b>Submission ID</b>	S00017260
<b>Payment Method</b>	Deposit Account
<b>Submitted and Paid By</b>	CALABA1
<b>Transaction No.</b>	6506
<b>Transaction Date/Time</b>	03-02-2009 17:43
<b>Total Amount Paid</b>	HK\$ 1,400.00

Form Name	Application / Registration No. / IPD Reference	Fee Paid	Uploaded By	Receipt
<a href="#">D1</a>	0900001.1M	HK\$ 700.00	CALABA1	12
<a href="#">D1</a>	0900149.4M	HK\$ 700.00	CALABA1	

14

[Print All Receipt](#) 13

Submission Details

12. Click the icon under the *Receipt* column in order to view the receipt for that application. This receipt affirms that IPD has received the application together with the attached documents. To print the receipt, click on on the receipt screen.
13. If there is more than one submitted application then the **Print All Receipt** hyperlink will be available. Clicking on this link will show all receipts for that submission. Clicking on the icon prints each receipt on a separate page.
14. If you wish to review the application that you submitted together with its attached documents, click the form name under the *Form Name* column.

### 3.5 VIEWING THE SUBMISSION LOG

The system logs every submission (both successful and failed) for a Customer ID. You can view the submission logs after you have logged in.

**Instruction**

1. From **E-Submission** page, click **View Submission Log**. The **Submission Log** will be displayed. Submission Log items are arranged by Submission Date in descending order and Submission ID.
2. Click the hyperlink in the **Submission ID** column to view the submission details. (see "Previewing and Submitting Uploaded Applications" for details.)
3. If you wish to review the application that you submitted together with its attached documents, click the form name under the *Form Name* column.

**Note:** For non-interactive applications, the field **Transaction Status** will always contain the word "N/A".

Submission Date/Time (D-M-Y hh:mm)	Form Name	Your Reference	Application / Registration No. / IPD Reference	Upload Date/Time (D-M-Y hh:mm)	Uploaded By	Signed By	Upload ID	Size (KB)	Submitted and Paid By	Payment Method	Fee Paid	Status	Submission ID	Transaction Status
28-02-2009 15:02	P4 Multiple Applicant	P4	09100039.4	28-02-2009 12:05	CALABA1	CALABA1	U000000062142	0.01	CALABA1		HK\$ 0.00	Submitted	<a href="#">S00017201</a>	N/A
25-02-2009 19:01	P18 JAY_P18I	JAY_P18I	09100038	25-02-2009 19:01	CALABA1	CALABA1	U000000062140	0.00	CALABA1		HK\$ 0.00	Submitted	<a href="#">S00017200</a>	Approved
25-02-2009 18:59	P5 JAY_P5	JAY_P5	09100038.5	25-02-2009 18:59	CALABA1	CALABA1	U000000062139	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,670.00	Submitted and Paid	<a href="#">S00017199</a>	N/A
25-02-2009 18:53	P19 JAY_P19	JAY_P19	09100038	25-02-2009 18:53	CALABA1	CALABA1	U000000062138	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 1,300.00	Submitted and Paid	<a href="#">S00017198</a>	N/A
23-02-2009 18:44	P4 JAY_P4	JAY_P4	09100038.5	23-02-2009 18:43	CALABA1	CALABA1	U000000062128	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,500.00	Submitted and Paid	<a href="#">S00017197</a>	N/A
23-02-2009 18:41	P18 JAY_P18I	JAY_P18I	09100037	23-02-2009 18:41	CALABA1	CALABA1	U000000062127	0.00	CALABA1		HK\$ 0.00	Submitted	<a href="#">S00017196</a>	Approved
23-02-2009 18:40	P5 JAY_P5	JAY_P5	09100037.6	23-02-2009 18:37	CALABA1	CALABA1	U000000062126	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,670.00	Submitted and Paid	<a href="#">S00017195</a>	N/A
21-02-2009 18:29	P4 JAY_P4	JAY_P4	09100037.6	30-01-2009 10:56	CALABA1	CALABA1	U000000062091	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,500.00	Submitted and Paid	<a href="#">S00017194</a>	N/A
21-02-2009 18:27	P18 JAY_P18I	JAY_P18I	09100036	21-02-2009 18:27	CALABA1	CALABA1	U000000062125	0.00	CALABA1		HK\$ 0.00	Submitted	<a href="#">S00017193</a>	Approved
19-02-2009 18:22	P5 JAY_P5	JAY_P5	09100036.7	19-02-2009 18:21	CALABA1	CALABA1	U000000062124	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,670.00	Submitted and Paid	<a href="#">S00017192</a>	N/A
17-02-2009 18:17	P4 JAY_P4	JAY_P4	09100036.7	30-01-2009 10:56	CALABA1	CALABA1	U000000062092	0.00	CALABA1	Deposit Account	HK\$ 2,500.00	Submitted and Paid	<a href="#">S00017191</a>	N/A

Submission Log

## 4. INTRODUCTION TO ELECTRONIC SUBMISSIONS (INTERACTIVE SERVICES)

After your Customer ID and Web User Account application has been approved by IPD, you can upload, submit and pay for applications via our E-Filing System.

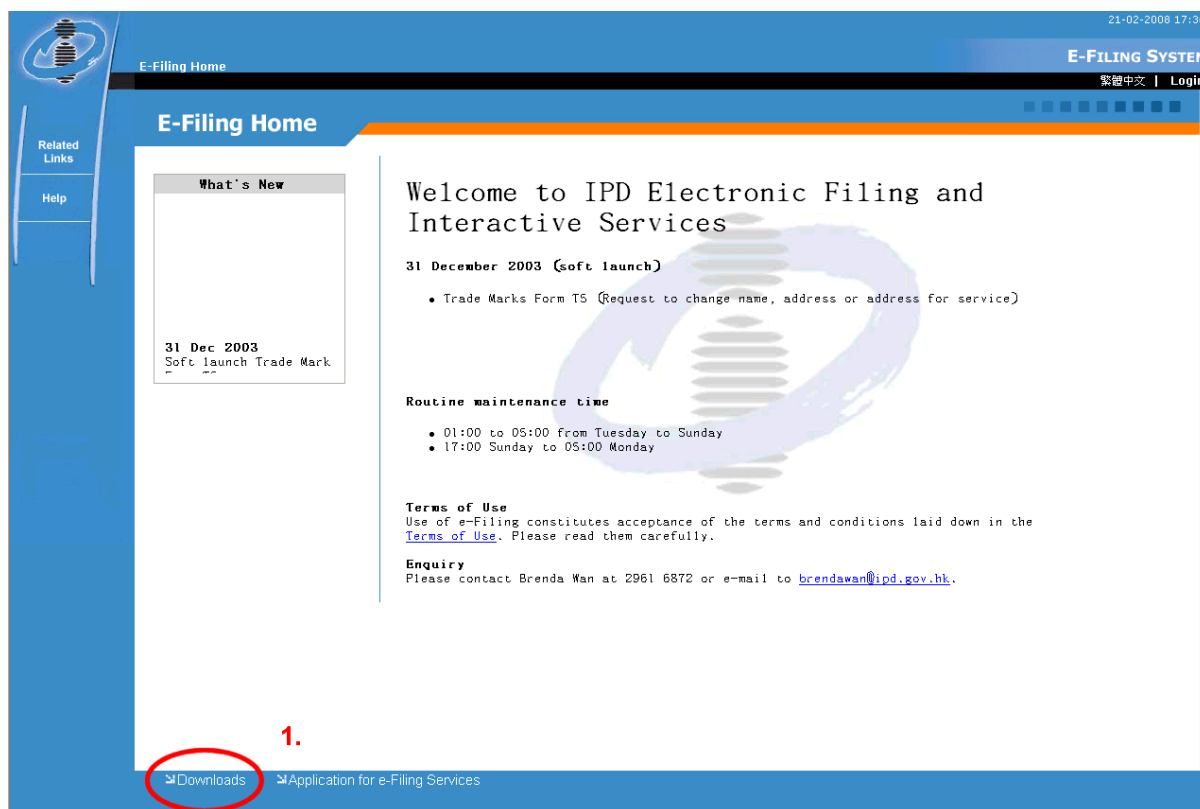
With interactive services, applications are submitted to the E-Filing System upon upload. Fees for applications that require payment are automatically deducted from a specified deposit account after the applications have been successfully processed by the system.

For information regarding non-interactive applications, please see "Introduction to Electronic Submissions" for details.

### 4.1 UPLOADING AND SUBMITTING APPLICATIONS

Instruction

1. Click **Downloads** on the Electronic Filing Home page.



Electronic Filing Home Page

2. Prepare the required XML file for submission
  - a. If you are using the Word template provided by IPD
    - i. Download the desired Trade Mark Form, Design Form or Patent Form under the

heading **Interactive Electronic Records** from Section B, C and D respectively.

- ii. Complete the form and generate the required XML (see "Introduction to the Electronic Form Template" for details).
- b. If you are generating XML files using your own XML applications
- i. Download the desired XML Schemas in Section E.
  - ii. Extract all schema files into any directory.
  - iii. Create an XML document using eform.xsd, eformDRAS.xsd, eformEPATCOM.xsd together with the desired elements (formT8i, formP9P10i ... etc.).

21-03-2011 11:59  
E-FILING SYSTEM  
繁體中文 | Login

E-Filing Home > Downloads

**Downloads**

**A. Application Forms for e-Filing Services**

1. [Application for e-Filing Services](#) (Application as new e-filer)
2. [Application for additional User Account](#)

**B. Trade Marks Forms**

(I) Interactive Forms

1. [T5 - Request to Change Applicant's/Owner's Name, Address, Address for Service or Agent's Address](#)
2. [T8 - Request for Renewal of a Trade Mark Registration](#)
3. [T10 - Application or Notice to Register an Assignment / a Transfer or an Assent](#)
4. [T13 - Request for Extension of Time](#)

(II) Electronic Forms

1. [T1 - Request for Search of Records/Request for Preliminary Advice on Registrability](#)
2. [T2 - Application for Registration of a Trade Mark \(Including Certification Mark, Collective Mark and Defensive Mark\)](#)
3. [T3 - Request to Divide Application for Registration](#)
4. [T4 - Request to Merge Applications for Registration/Request to Merge Separate Registrations](#)
5. [T5 - Request to Change Name, Address, Address for Service or Agent's Address \(for Licensee or Person having an Interest in the Mark\)](#)
6. [T5A - Request to Amend Application](#)
7. [T5B - Request to Amend Representation of Trade Mark/Request to Delete Trade Mark in Series](#)
8. [T8 - Request for Restoration and Renewal of a Trade Mark Registration](#)
9. [T9 - Surrender of Registered Mark](#)
10. [T10 - Application or Notice to Register a Court Order or a Security Interest/Request to Amend or Remove Registered Particulars of Security Interest](#)
11. [T11 - Application or Notice to Register a Licence/Request to Amend or Remove Registered Particulars of a Licence](#)
12. [TC - E-Filing for Trade Marks Correspondence](#)

**C. Registered Designs Forms**

(I) Interactive Forms

1. [D12 - Request for Alteration of Applicant's/Registered Owner's Name, Address, Address for Service or Agent's Address](#)

(II) Electronic Forms

1. [D1 - Application for Registration of Designs](#)
2. [D2 - Request for Amendment of Application/Correction of Error in the Register or in Filed Documents](#)
3. [D3 - Request for Reinstatement of Application](#)
4. [D4 - Application for Extension of Time](#)
5. [D5 - Application to Register Particulars of Transactions Affecting Rights in Registered Designs/ Notice of Transactions Affecting Rights in Applications/Application to Cancel Claim to be Mortgagee or Licensee](#)
6. [D8 - Notice to Surrender Registration](#)
7. [D11 - Application for Renewal of a Registered Design](#)
8. [D12 - Request for Alteration of Name, Address, Address for Service or Agent's Address \(for Persons Other Than Applicant/Registered Owner\)/Request for Correction of Address, Address for Service or Agent's Address](#)
9. [DC - E-Filing for Designs Correspondence](#)

**D. Patents Forms**

(I) Interactive Forms

1. [P9/P10 - Request for Renewal of a Patent/Maintaining Application for Standard Patent](#)
2. [P18 - Request for Alteration of Applicant's/Proprietor's Name, Address, Address for Service or Agent's Address](#)

(II) Electronic Forms

1. [P4 - Request to Record a Designated Patent Application for a Standard Patent](#)
2. [P5 - Request for Registration of a Designated Patent and Grant of a Standard Patent](#)
3. [P6 - Request for Grant of a Short-term Patent](#)
4. [P7 - Request for Correction of Error/Request to Publish a Corrected Translation](#)
5. [P8 - Request to Make an Amendment](#)
6. [P12 - Application to Restore a Withdrawn Standard Patent Application Due to Non-Payment of Maintenance Fee/Application to Restore a Lapsed Standard Patent/Application to Restore a Lapsed Short-term Patent](#)
7. [P13 - Notice Requesting Reinstatement of a Patent Application/Application for Restoration of Rights](#)
8. [P16 - Notice of Offer to Surrender a Patent](#)
9. [P18 - Request for Alteration of Name, Address, Address for Service or Agent's Address \(for Persons Other Than Applicant/Proprietor\)/Request for Correction of Address, Address for Service or Agent's Address](#)
10. [P19 - Application for Registration or Notice to the Registrar of Rights Acquired in or Under a Patent or a Patent Application](#)
11. [PC - E-Filing for Patents Correspondence](#)
12. [SP3 - Request for Extension of Time/Paying Penalty Fee for Late Filing of Translation](#)

**E. XML Schemas**

1. [Trade Marks Forms](#)
2. [Registered Designs Forms](#)
3. [Patents Forms](#)

**F. Offline Signing**

1. [HTML Signing Application for Internet Explorer](#)

Return to Previous Screen

2a

2a

2b

Downloads page (English)



21-03-2011 15:37

電子提交系統

English | 登入

下載

電子提交首頁 > 下載

相關連結

輔助說明

**A. 電子提交服務申請表**

- 申請電子提交服務 (申請成為新電子提交用戶)
- 申請額外用戶戶口

**B. 商標申請表格**

(I) 互動表格

- T5 - 要求將申請人 / 擁有人的姓名或名稱、地址、送達地址或代理人地址改變
- T8 - 要求商標註冊續期
- T10 - 申請或通知將轉讓 / 轉移或允許註冊
- T13 - 要求延展時限

(II) 電子表格

- T1 - 要求審查註冊 / 就商標可否註冊要求給予初步意見
- T2 - 商標註冊申請
- T3 - 要求將註冊申請分開
- T4 - 要求合併註冊申請 / 要求合併獨立的註冊
- T5 - 要求改變姓名或名稱、地址、送達地址或代理人地址 (適用於特許持有人或擁有商標權益人士)
- TSA - 要求修訂申請
- T8B - 要求修訂商標圖示 / 要求刪去在一系列商標中的商標
- T8 - 要求恢復商標註冊及續期
- T9 - 放棄註冊商標
- T10 - 申請或通知將法院命令或抵押權益註冊 / 要求修訂或刪除抵押權益的註冊詳情
- T11 - 申請或通知註冊特許 / 要求修訂或刪除特許的註冊詳情
- TC - 以電子方式提交商標書信

**C. 註冊外觀設計申請表格**

(I) 互動表格

- D12 - 請求更改申請人 / 註冊擁有人的姓名或名稱、地址、送達地址或代理人地址

(II) 電子表格

- D1 - 外觀設計註冊申請
- D2 - 請求修訂外觀設計註冊申請 / 更正註冊紀錄冊內或已提交文件中的錯誤
- D3 - 請求恢復申請
- D4 - 申請延展時間
- D5 - 申請註冊影響註冊外觀設計的權利的交易詳情 / 通知影響註冊申請的權利的交易詳情 / 申請撤銷作為承承人或特許持有人的聲稱
- D8 - 通知放棄註冊
- D11 - 申請延續外觀設計的註冊有效期
- D12 - 請求更改姓名或名稱、地址、送達地址或代理人地址 (適用於申請人 / 註冊擁有人以外的人士) / 請求更正地址、送達地址或代理人地址
- DC - 以電子方式提交外觀設計書信

**D. 專利申請表格**

(I) 互動表格

- P9/P10 - 請求給予專利續期 / 維持標準專利的申請
- P18 - 請求更改申請人 / 所有人的姓名或名稱、地址、送達地址或代理人地址

(II) 電子表格

- P4 - 標準專利 - 請求記錄指定專利申請
- P5 - 請求註冊指定專利與批予標準專利
- P6 - 請求批予短期專利
- P7 - 請求更正錯誤 / 請求發表經更正的譯本
- P8 - 修訂請求
- P12 - 申請恢復因沒有繳付維持費而被撤回的標準專利申請 / 申請恢復已失效的標準專利 / 申請恢復已失效的短期專利
- P13 - 請求恢復專利申請 / 申請恢復專利申請的權利
- P16 - 提議放棄專利
- P18 - 請求更改姓名或名稱、地址、送達地址或代理人地址 (適用於申請人 / 所有人以外的人士) / 請求更正地址、送達地址或代理人地址
- P19 - 申請註冊或通知在一項專利或專利申請之中或之下取得的權利
- PC - 以電子方式提交專利書信
- SP3 - 請求延展時限 / 繳付逾期提交譯本的懲罰性費用

**E. HTML 模式**

- 商標申請表格
- 註冊外觀設計申請表格
- 專利申請表格

**F. 離線簽署**

- HTML 簽署應用程式 (E)

返回前頁

3. Go to the **E-Filing Home** page and login with your User Name and Password (see "Application for Electronic Filing Services" for details).
4. Click **E-Submission** from the main menu on the left hand side.
5. Click **Upload** at the bottom of the screen. The Upload page will be shown.

The screenshot shows the 'E-Filing SYSTEM' interface. The header includes the date '03-02-2009 16:58', the user name 'Welcome, CALABA1!', and options for '繁體中文', 'User Details', and 'Logout'. The main content area is titled 'File List Ready for Submission' and includes a 'View Printer Friendly Version' link. A message states: 'This is your working area and it does not form part of IPD's records.' Below this, disk usage statistics are shown: Total Disk Quota (500 MB), Disk Usage (259 MB, 52%), and Free Space (241 MB, 48%). A 'Registry' dropdown menu is set to 'Trade Marks'. A table displays 1-20 of 104 records. The table has columns for 'Upload Date/Time', 'Form Name', 'Fee', 'Your Reference', 'Uploaded By', 'Signed By', 'Upload ID', 'Size (KB)', 'Status', and 'Add to Online Cart'. The 'Status' column contains values like 'Validation Failed' and 'Under Processing'. At the bottom, there is a navigation bar with buttons for 'Upload', 'View Online Cart', 'Add All to Online Cart', 'Remove', and 'View Submission Log'. Red circles and numbers 4 and 5 highlight the 'E-Submission' menu item and the 'Upload' button respectively.

<input type="checkbox"/>	Upload Date/Time (D-M-Y hh:mm)	Form Name	Fee	Your Reference	Uploaded By	Signed By	Upload ID	Size (KB)	Status	Add to Online Cart
<input type="checkbox"/>	13-02-2009 14:10	T5A		JTS/RTC/SAB/32143661-000232	CALABA1		U000000062182	0.08	Validation Failed	
<input type="checkbox"/>	13-02-2009 13:34	<a href="#">T2</a>		SD-TM1812	CALABA1	CALABA1	U000000062181	0.08	Validation Failed	
<input type="checkbox"/>	13-02-2009 13:27	<a href="#">T2</a>		SD-TM1812	CALABA1		U000000062180	0.08	Validation Failed	
<input type="checkbox"/>	13-02-2009 13:23	<a href="#">T2</a>		SD-TM1812	CALABA1		U000000062179	0.08	Validation Failed	
<input type="checkbox"/>	13-02-2009 13:21	T2		SD-TM1812	CALABA1		U000000062178	0.08	Validation Failed	
<input type="checkbox"/>	07-02-2009 14:08	<a href="#">T3</a>		T3 001	CALABA1	CALABA1	U000000062113	6.36	Validation Failed	
<input type="checkbox"/>	07-02-2009 13:47	T3		T3 001	CALABA1		U000000062110	6.36	Under Processing	
<input type="checkbox"/>	07-02-2009 13:40	<a href="#">T3</a>		T3 001	CALABA1	CALABA1	U000000062108	6.36	Validation Failed	

File List Ready for Submission

6. Specify the number of applications to be uploaded.
7. For each application, specify the location of the XML file in the text box or select the XML file by clicking the **Browse** button. If any one of the applications to be uploaded requires payment, the user can specify which deposit account to pay with through a combo box in the page.

**Note:** Interactive and non-interactive applications can be uploaded simultaneously.

**Note:** The deposit account combo box is available only to users with active deposit accounts. If the current user no active deposit accounts, then the combo box is disabled.

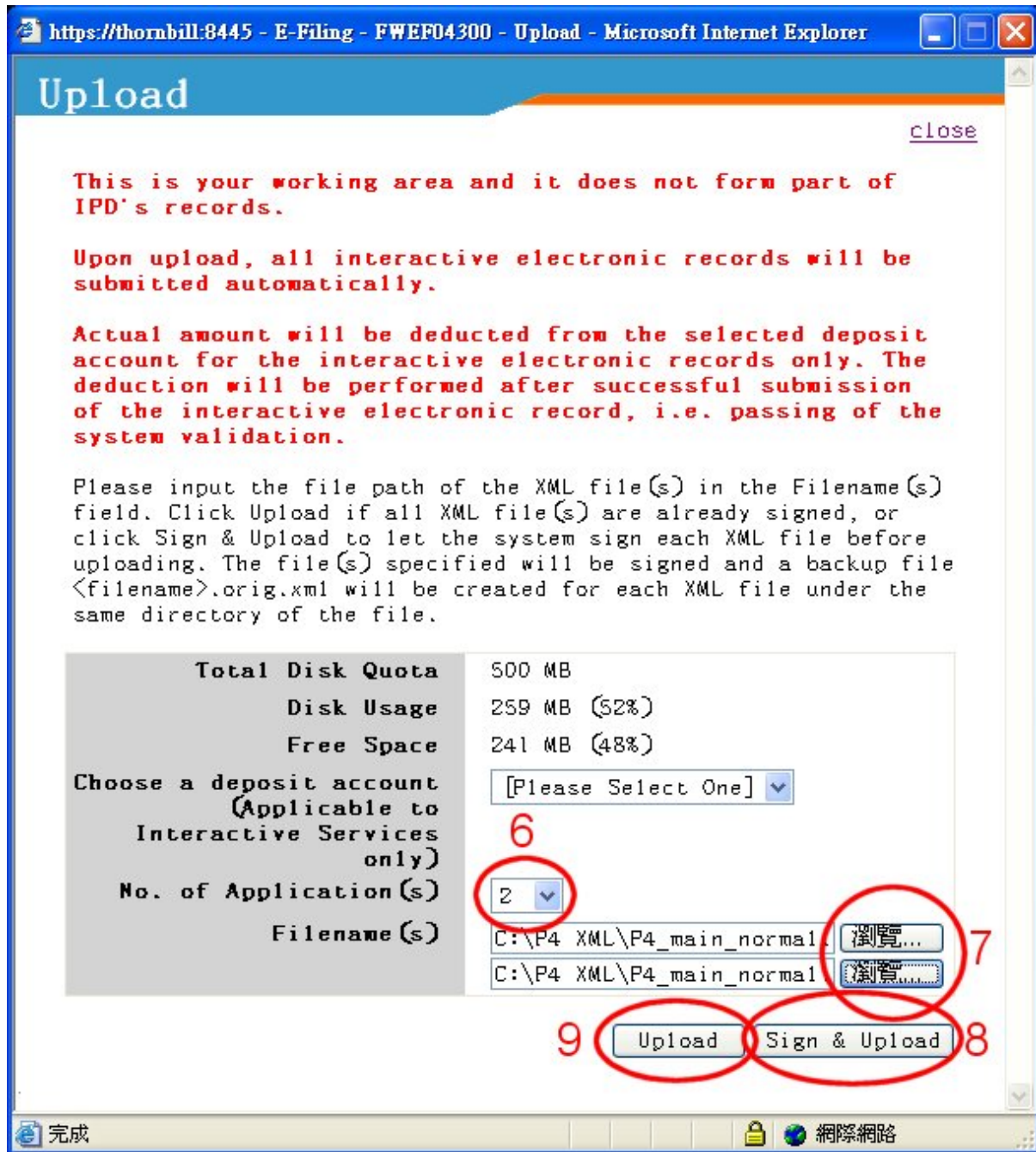
8. If the XML is not signed, click the **Sign & Upload** button.

**Note:** If you are using Internet Explorer and you have only one certificate installed in your browser then your application will be signed using that certificate. Otherwise, you will be prompted to select a certificate. This process is similar to steps 5-7 in section 3.2 of "Introduction to Electronic Submissions (Non-interactive Services)". Finally, if there are multiple XML files then all XML files will be signed.

XML documents generated by the Electronic Form Templates are NOT yet signed.

The system will check if the user has installed the required component for signing. The user may need to confirm the installation if the required component is not installed yet.

9. However, if the XML document is already signed by the user application or by the offline signing tool available in the Downloads page (please refer to section 3.2 of "Introduction to Electronic Submissions (Non-interactive Services)" for details), click the **Upload** button.
10. If the upload fails for a certain number of times, the error "XML file cannot be processed. Please contact your system Administrator." is logged and the xml is not uploaded.



Upload page

**Note:** After the upload has been completed, the application will be inserted into the **Submission Log** with a status of "Under Processing".

## 4.2 VIEWING SUBMITTED APPLICATIONS

The system logs every submission (both successful and failed) for a Customer ID. You can view the submission logs after you have logged in. For interactive applications, after upload, the applications will be placed here with an initial status of “Under Processing” while the system processes them.

The system processes the uploaded applications in batches. It validates the signature, XML documents and generates PDF files for preview. If the submission fails during the validation process, details of the error can be viewed in the **Transaction Details** page.

### Instruction

1. From the **E-Submission** page, click **View Submission Log**. The **Submission Log** will be displayed. Submission Log items are arranged by Submission Date in descending order and Submission ID.
2. Click the hyperlink in the **Submission ID** column to view the submission details (see section 3.4 of "Introduction to electronic submissions (non-interactive services)" for details).
3. If you wish to review the application that you submitted together with its attached documents, click the form name under the *Form Name* column.
4. Once an application has been processed, the user can view the results in the **Transaction Details** page by clicking the **Transaction Status** link. In this page, details specific to the record, such as failures detected, application/registration numbers of records updated or requests bounced back, etc. are displayed.

03-02-2009 16:58
E-FILING SYSTEM

E-Submission
Welcome, CALABA1! | 繁體中文 | User Details | Logout

**File List Ready for Submission** [View Printer Friendly Version](#)

**This is your working area and it does not form part of IPD's records.**

**Total Disk Quota** 500 MB  
**Disk Usage** 259 MB (52%)  
**Free Space** 241 MB (48%)  
**Registry** Trade Marks

1 - 20 of 104 Records
[1] [2] [3] [4] [5] > >>

<input type="checkbox"/>	Upload Date/Time (D-M-Y hh:mm)	Form Name	Fee	Your Reference	Uploaded By	Signed By	Upload ID	Size (KB)	Status	Add to Online Cart
<input type="checkbox"/>	13-02-2009 14:10	T5A		JTS/RTC/SAB/32143661-000232	CALABA1		U000000062182	0.06	<a href="#">Validation Failed</a>	
<input type="checkbox"/>	13-02-2009 13:34	<a href="#">T2</a>		SD-TM1812	CALABA1	CALABA1	U000000062181	0.08	<a href="#">Validation Failed</a>	
<input type="checkbox"/>	13-02-2009 13:27	<a href="#">T2</a>		SD-TM1812	CALABA1		U000000062180	0.08	<a href="#">Validation Failed</a>	
<input type="checkbox"/>	13-02-2009 13:23	<a href="#">T2</a>		SD-TM1812	CALABA1		U000000062179	0.08	<a href="#">Validation Failed</a>	
<input type="checkbox"/>	13-02-2009 13:21	T2		SD-TM1812	CALABA1		U000000062178	0.08	<a href="#">Validation Failed</a>	
<input type="checkbox"/>	07-02-2009 14:08	<a href="#">T3</a>		T3 001	CALABA1	CALABA1	U000000062113	6.36	<a href="#">Validation Failed</a>	
<input type="checkbox"/>	07-02-2009 13:47	T3		T3 001	CALABA1		U000000062110	6.36	Under Processing	
<input type="checkbox"/>	07-02-2009 13:40	<a href="#">T3</a>		T3 001	CALABA1	CALABA1	U000000062108	6.36	<a href="#">Validation Failed</a>	

[Upload](#)
[View Online Cart](#)
[Add All to Online Cart](#)
[Remove](#)
[View Submission Log](#)

**Submission Log**

**USER GUIDE**

Submission Log

Refresh to view up-to-date details

1 - 20 of 862 Records

Submission Date/Time (D-M-Y hh:mm)	Form Reference	Your Reference	Application / Registration No. / IPD Reference	Upload Date/Time (D-M-Y hh:mm)	Uploaded By	Signed By	Upload ID	Size (KB)	Submitted and Paid By	Payment Method	Fee Paid	Status	Submission ID	Transaction Status
28-02-2009 15:02	P4	P4 Multiple Applicant	09100039.4	28-02-2009 12:05	CALABA1	CALABA1	U000000062142	0.01	CALABA1		HK\$ 0.00	Submitted	S00017201	N/A
25-02-2009 19:01	P18	JAY_P18I	09100038	25-02-2009 19:01	CALABA1	CALABA1	U000000062140	0.00	CALABA1		HK\$ 0.00	Submitted	S00017200	Approved
25-02-2009 18:59	P5	JAY_P5	09100038.5	25-02-2009 18:59	CALABA1	CALABA1	U000000062139	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,670.00	Submitted and Paid	S00017199	N/A 4
25-02-2009 18:53	P19	JAY_P19	09100038	25-02-2009 18:53	CALABA1	CALABA1	U000000062138	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 1,300.00	Submitted and Paid	S00017198	N/A
23-02-2009 18:44	P4	JAY_P4	09100038.5	23-02-2009 18:43	CALABA1	CALABA1	U000000062128	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,500.00	Submitted and Paid	S00017197	N/A
23-02-2009 18:41	P18	JAY_P18I	09100037	23-02-2009 18:41	CALABA1	CALABA1	U000000062127	0.00	CALABA1		HK\$ 0.00	Submitted	S00017196	Approved
23-02-2009 18:40	P5	JAY_P5	09100037.6	23-02-2009 18:37	CALABA1	CALABA1	U000000062126	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,670.00	Submitted and Paid	S00017195	N/A 4
21-02-2009 18:29	P4	JAY_P4	09100037.6	30-01-2009 10:56	CALABA1	CALABA1	U000000062091	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,500.00	Submitted and Paid	S00017194	N/A
21-02-2009 18:27	P18	JAY_P18I	09100036	21-02-2009 18:27	CALABA1	CALABA1	U000000062125	0.00	CALABA1		HK\$ 0.00	Submitted	S00017193	Approved
19-02-2009 18:22	P5	JAY_P5	09100036.7	19-02-2009 18:21	CALABA1	CALABA1	U000000062124	0.00	CALABA1	Deposit Account (CNA001)	HK\$ 2,670.00	Submitted and Paid	S00017192	N/A
17-02-2009 18:12	P4	JAY_P4	09100036.7	30-01-2009 10:56	CALABA1	CALABA1	U000000062092	0.00	CALABA1	Deposit Account	HK\$ 2,500.00	Submitted and Paid	S00017191	N/A

Submission Log (Continued)

Transaction Details

View Printer Friendly Version | close

<b>Upload ID</b>	U000000062214
<b>Upload Date/Time (D-M-Y hh:mm)</b>	17-02-2009 15:17
<b>Type of Electronic Record</b>	P18
<b>Your Ref</b>	P18
<b>Appl. / Reg. No. in the e-record</b>	09100068
<b>Appl. / Reg. No. bounced back</b>	
<b>Appl. / Reg. No. updated</b>	
<b>Failure detected / Reasons for not being instantly approved</b>	ME41S26 : This application may be subject to a change of agent and will be directed to designated officers for further processing.
	For assistance, please call 2961 6820. 如需協助，請電 2961 6820。

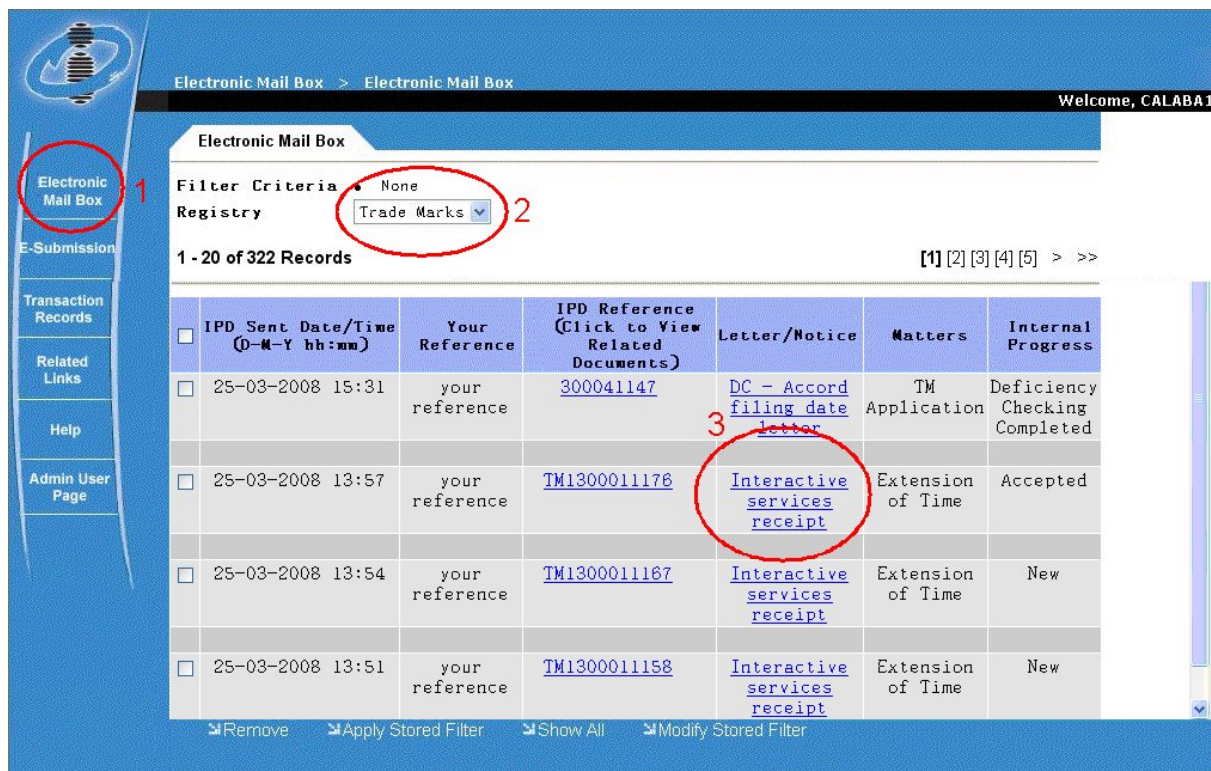
Transaction Details

### 4.3 VIEWING INTERACTIVE RECEIPTS

When an interactive application has been successfully processed, a PDF version of the receipt is generated and sent to the user's Electronic Mail Box (see "Electronic Mail Box" for more details). Please note that the receipt is only generated if the application has been successfully processed by the system.

Instruction:

1. From the **E-Submission** page, click **Electronic Mail Box**. The **Electronic Mail Box** page will be displayed.
2. Select the registry of the application whose receipt you want to view.
3. Click the "Interactive services receipt" link to view the PDF.



Interactive Services Receipt (Electronic Mail Box)



## 5. ELECTRONIC MAIL BOX

The **Electronic Mail Box** page is used to receive and view letters and other related matters about your trade mark, patent and design applications and registrations from IPD.

### 5.1 VIEWING LETTERS IN THE ELECTRONIC MAIL BOX

#### Instruction

1. Go to the E-Filing Home page, and log in using your User Name and Password (see "Login" for details).
2. Click **Electronic Mail Box** at the menu on the left.
3. Letters sent by IPD related to Trade Mark records are displayed by default. Letters related to Design records and Patent records can be viewed by changing the value of the *Registry* drop down list accordingly.

**Note:** Electronic Mail Box records are sorted by *IPD Sent Date/Time* in descending order. Unread letters are in bold, while documents previously opened or read are in normal font. You may use filters (see "Using Filters" below for details) to display only those letters that you want to view and refer to.

4. Click the **Letter/Notice** link to view the letter. A separate resizable screen with a menu bar and address bar will display the PDF version of the letter.

**Note:** You can right click Letter/Notice and choose "Save Target As" to directly save the PDF without viewing it. The letter/notice saved will not be marked as read unless you click the link and open the PDF from a separate window.

5. Click **Related Documents** link to view the Related Documents of the application (see "Viewing Related Documents" below for details).

**Note:** If the selected outstanding application does not link to your Customer ID, the Related Documents under this outstanding application will not be displayed as a hyperlink. This is to restrict access to the record under such circumstances.

# USER GUIDE

The screenshot shows the 'Electronic Mail Box' interface. At the top right, the date and time are '03-02-2009 09:51' and the system name is 'E-FILING SYSTEM'. The user is logged in as 'Welcome, CALABA1!' with options for '繁體中文', 'User Details', and 'Logout'. The main content area is titled 'Electronic Mail Box' and shows filter criteria set to 'None' and the registry set to 'Trade Marks'. It displays '1 - 20 of 322 Records' with pagination options [1] [2] [3] [4] [5] > >. A table lists records with columns for IPD Sent Date/Time, Your Reference, IPD Reference (with a link to view related documents), Letter/Notice, Matters, and Internal Progress. Red circles and numbers highlight specific elements: '1' points to the 'Electronic Mail Box' link in the left sidebar; '2' points to the 'Electronic Mail Box' title; '3' points to the 'Filter Criteria' dropdown; '4' points to the 'Letter/Notice' column; and '5' points to the 'IPD Reference' column. At the bottom of the table, there are links for 'Remove', 'Apply Stored Filter', 'Show All', and 'Modify Stored Filter'.

<input type="checkbox"/>	IPD Sent Date/Time (D-M-Y hh:mm)	Your Reference	IPD Reference (Click to View Related Documents)	Letter/Notice	Matters	Internal Progress
<input type="checkbox"/>	04-09-2010 13:57	Enhancement 303	<a href="#">300048393</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048393</a>	<a href="#">First Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048384</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048384</a>	<a href="#">First Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048375</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048375</a>	<a href="#">First Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:55	Enhancement 303	<a href="#">300048366</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:55	Enhancement 303	<a href="#">300048366</a>	<a href="#">First Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:55	Enhancement 303	<a href="#">300048348</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion

Electronic Mail Box

## 5.2 REMOVING LETTERS FROM THE ELECTRONIC MAIL BOX

### Instruction

1. Tick the checkboxes of the letters you want to remove.

**Note:** Tick the topmost checkbox in the column to select all letters in that page.

2. Click **Remove** at the bottom of the page.

The screenshot displays the 'Electronic Mail Box' interface. At the top, it shows the user's name 'CALABA1!' and the date '03-02-2009 09:57'. The main content area is titled 'Electronic Mail Box' and shows a list of 322 records. The first record is selected, indicated by a red circle and the number '1'. The table columns are: PD Sent Date/Time (D-M-Y hh:mm), Your Reference, IPD Reference (Click to View Related Documents), Letter/Notice, Matters, and Internal Progress. The bottom of the page features a blue bar with a 'Remove' button, also circled in red and labeled with the number '2'. Other buttons include 'Apply Stored Filter', 'Show All', and 'Modify Stored Filter'.

<input type="checkbox"/>	PD Sent Date/Time (D-M-Y hh:mm)	Your Reference	IPD Reference (Click to View Related Documents)	Letter/Notice	Matters	Internal Progress
<input checked="" type="checkbox"/>	04-09-2010 13:57	Enhancement 303	<a href="#">300048393</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048393</a>	<a href="#">First Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048384</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048384</a>	<a href="#">First Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048375</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:56	Enhancement 303	<a href="#">300048375</a>	<a href="#">First Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:55	Enhancement 303	<a href="#">300048366</a>	<a href="#">Further Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:55	Enhancement 303	<a href="#">300048366</a>	<a href="#">First Opinion</a>	TM Application	Further Opinion
<input type="checkbox"/>	04-09-2010 13:55	Enhancement 303	<a href="#">300048348</a>	<a href="#">Further</a>	TM	Further

Removing Letters from Electronic Mail Box

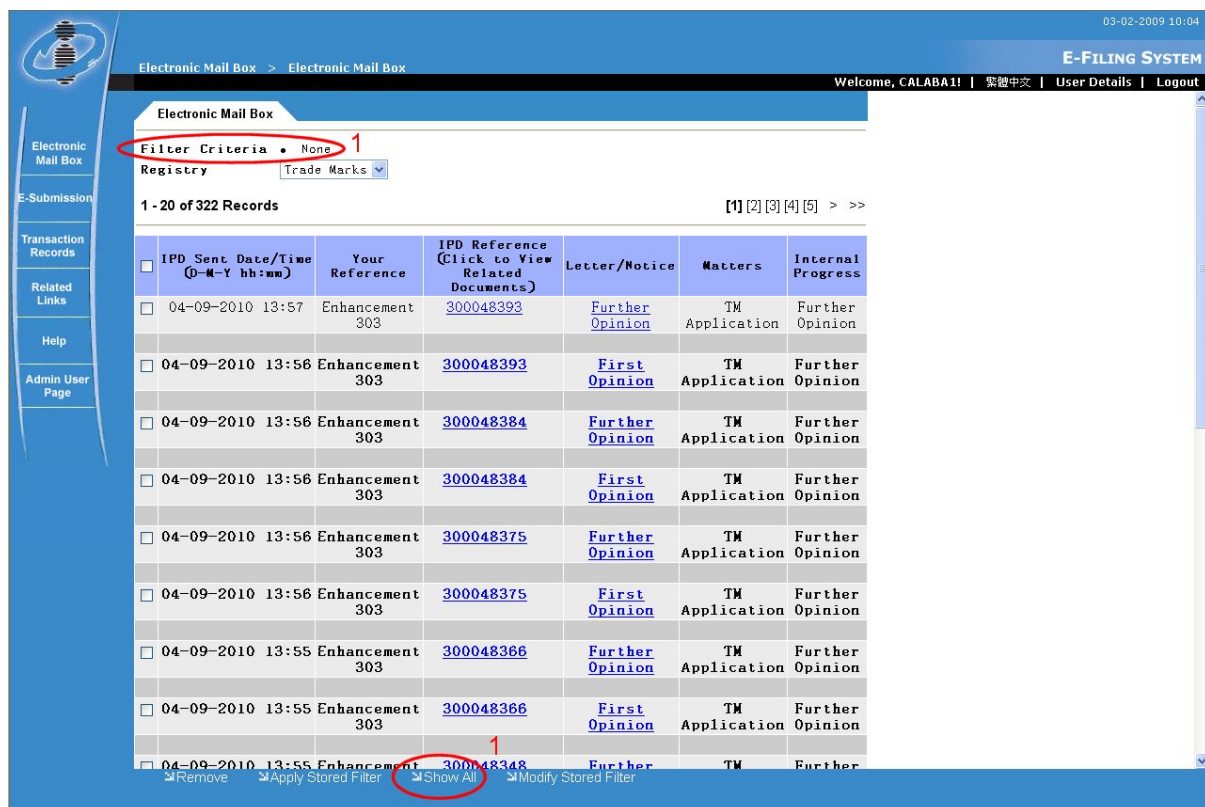
### 5.3 USING FILTERS

Filters are used to narrow down your search for the letters from IPD. Filters are based on criteria that you define so that the system can search for letters that fall within such criteria. You can do any of the following:

#### 5.3.1. To display all letters

##### Instruction

1. Click **Show All** at the bottom of the page. When *Filter Criteria* at the top of the page indicates "None", this means no particular filter is applied.

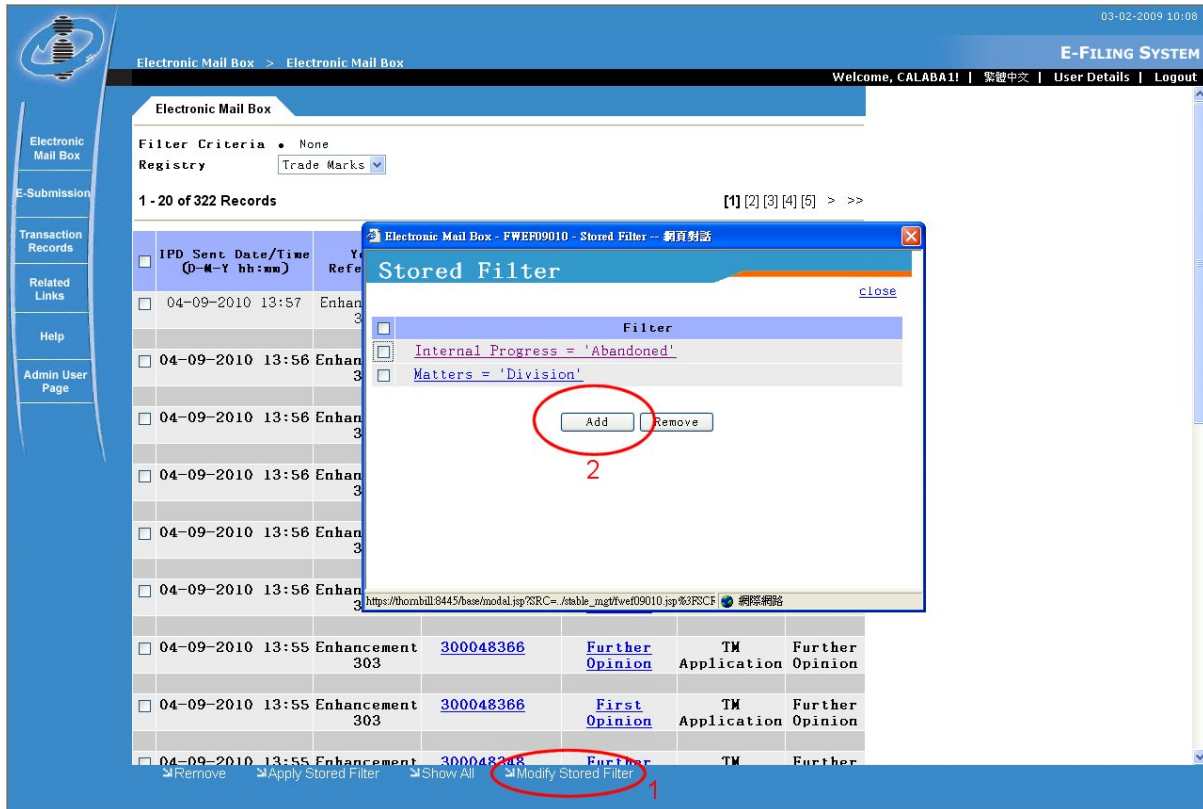


Displaying All Letters

#### 5.3.2. To add a filter

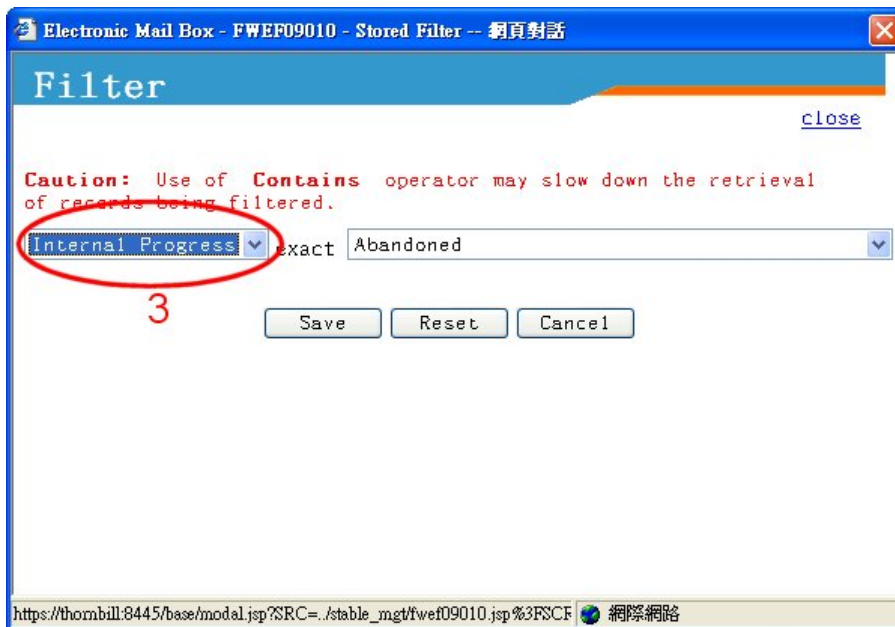
##### Instruction

1. Click **Modify Stored Filter**.
2. In the **Stored Filter** screen, click **Add**.



Adding a Filter

3. Select a filter category in the drop down list on the left. The filter options to the right will depend on the filter category you have chosen.



Filter Options

4. For text fields, type a keyword or type the date/period when the letters you want to view were most likely received.
5. For drop down lists select the option that would fit the letters that you would like to search. Some filter categories provide a middle drop down list. This will define the

conditions under which the filter will operate in relation to the keyword or date you specified. The possible values are:

- a. For filters that are applied to texts:
  - "exact" – you want to view letters that exactly match the status or keyword.
  - "begins with"– you want to view letters that begin with the initial letters of the status or keyword.
  - "contains" - you want to view letters that falls within the category of the status or keyword.
- b. For filters that are based on dates:
  - "=" letters received on the date you specified will be shown;
  - "<" letters received before the date you specified will be shown;
  - ">" letters received after the date you specified will be shown;
  - "<=" letters received on, or before the date you specified will be shown;
  - ">=" letters received on, or after the date you specified will be shown.

6. After defining the conditions under which the filter will operate, click **Save**.
7. You will be prompted to confirm if you want to save the filter record. Click **OK**.
8. **Stored Filters** screen is displayed showing the new filter that you have just added.

### 5.3.3. To remove a filter

#### Instruction

1. In the **Stored Filter** screen, tick the checkbox of the filters you want to remove. To select all filters for removal tick the topmost checkbox.
2. Click **Remove**.



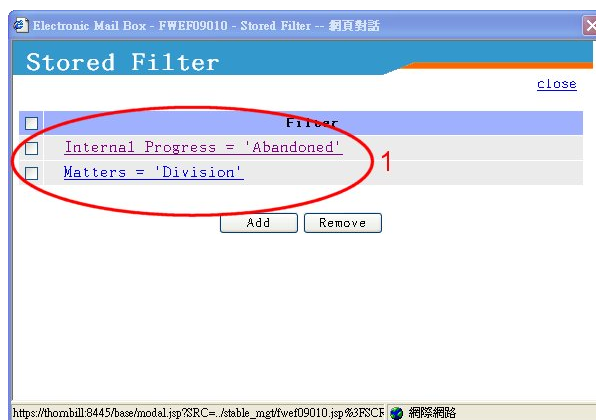
**Removing a Filter**

3. You will be prompted to confirm if you want to remove the selected filters. Click **OK**.

### 5.3.4. To edit a filter

Instruction

1. In the **Stored Filter** screen, click on the link corresponding to the filter you want to edit. Make the necessary changes (see "Adding a Filter" above).



Editing a Filter

5.3.5. To Apply a Stored Filter

Instruction

1. Click **Apply Stored Filter**.
2. The records will be filtered according to the criteria in the **Stored Filter**. The criteria will appear as a bulleted list at the top of the page.



Applying Filters

## 5.4. VIEWING RELATED DOCUMENTS

The **Related Documents** page lists down documents that are related to an application that has been sent by IPD and customers. This page can be accessed through links provided at the following pages: **Electronic Mailbox**, **Legal Limit**, **Related Matters**, **TM Details**, **Design Details** and **Patent Details**.

### Instruction

1. Click on the **Letter/Notice** link corresponding to the document you wish to see.

**Note:** A related document may be in XML or PDF format. If your browser has a plug-in that supports the format of the selected document then the contents of the document will be displayed in a new window. Otherwise, you will be prompted to download the document.

**Note:** You can right click Letter/Notice and choose "Save Target As" to directly save the document without viewing it.

2. Click **Return To Previous Screen** at the bottom of the page or click on the navigational links above to go back to previous page.

IPD Received/Sent Date (D-M-Y)	Letter / Notice	Sender	Letter Date (D-M-Y)
17-06-2008	<a href="#">TM Application</a>	Customer	17-06-2008

Related Documents Page



## 6. TRANSACTION RECORDS

The **Transaction Records** screen displays all the Deposit Account transactions made by a Customer within the E-Filing System. This screen also allows you to view records of transactions made from the last month up to a year ago. This is useful for keeping track of your deposit accounts and their remaining balance.

### 6.1 VIEWING TRANSACTION RECORDS

Instruction

1. Go to the E-Filing Home page and log in using your User Name and Password (see "Login" for details).
2. From E-Filing menu, click **Transaction Records**.

The screenshot displays the 'Transaction Records' interface. At the top, it says 'Transaction Records' and 'View Printer Friendly Version'. Below this, there are filters: 'Show transaction records from previous' (set to '1 month'), 'Deposit Account No.' (set to 'CMA001'), and 'Balance : HK\$ 538,019.00'. The main content is a table with 7 columns: 'Transaction Date/Time', 'Form Name', 'Your Reference', 'Application / Registration No. / IPD Reference', 'Paid By', 'Amount', and 'Submission ID'. The table shows several rows of transaction data. The page is annotated with red circles and numbers 1 through 6, corresponding to the instructions provided.

Transaction Records

**Note:** Transaction records are sorted by *Transaction Date/Time* in descending order, and by *Form Name* and *Your Reference* in ascending order.

3. By default, the Transaction records for the last month are shown. Select a period in the *Show Transaction Records from previous* drop down list to display Transaction records for the following time period:
  - 1 month
  - 3 months
  - 6 months

- 9 months
  - 12 months
4. The *Deposit Account No.* drop down list contains all the deposit account nos. of the Customer. By default, the Transaction records of the first deposit account in the list are shown. Select a deposit account no. in the *Deposit Account No.* drop down list to display Transaction records paid for that deposit account.
  5. If you wish to review the application that you paid for together with its attached documents click the form name under the *Form Name* column.
  6. To view the batch of applications submitted related to a transaction record, click the *Submission ID* reference link for that record.

**Note:** After clicking the *Submission ID* reference link, the **Submission Details** screen is displayed. (see "Previewing and Submitting Uploaded Applications" in chapter 3 for details)

## 7. ADMIN USER GUIDE

The Admin User in E-Filing System is a user who has authority to manage the user accounts under a Customer ID. Only the Admin User can apply for additional User Account(s), suspend / reactivate User Account(s) under the same Customer ID and enable User Account(s) to receive automatic e-mail notifications when a new letter/notice is added to the Electronic Mail Box.

### 7.1. APPLICATION FOR ADDITIONAL USER ACCOUNTS

The **User Account Application** page is used to apply for more User Accounts under a Customer ID.

#### Instruction

1. Go to the E-Filing Home page and click **Downloads**.
2. Under "Section A. Application Forms for e-Filing Services" in **Downloads** page, click **Application for e-Filing Services - User Account**. Accomplish the Application for Additional User Account Form and convert it to XML file(see "Application for Electronic Filing Services" for details).

21-03-2011 11:59

E-FILING SYSTEM

繁體中文 | Login

E-Filing Home > Downloads

**Downloads**

**A. Application Forms for e-Filing Services**

1. [Application for e-Filing Services \(application as new e-filer\)](#)
2. [Application for additional User Account](#)

**B. Trade Marks Forms**

**(I) Interactive Forms**

1. [T5 - Request to Change Applicant's/Owner's Name, Address, Address for Service or Agent's Address](#)
2. [T8 - Request for Renewal of a Trade Mark Registration](#)
3. [T10 - Application or Notice to Register an Assignment / a Transfer or an Assent](#)
4. [T13 - Request for Extension of Time](#)

**(II) Electronic Forms**

1. [T1 - Request for Search of Records/Request for Preliminary Advice on Registrability](#)
2. [T2 - Application for Registration of a Trade Mark \(Including Certification Mark, Collective Mark and Defensive Mark\)](#)
3. [T3 - Request to Divide Application for Registration](#)
4. [T4 - Request to Merge Applications for Registration/Request to Merge Separate Registrations](#)
5. [T5 - Request to Change Name, Address, Address for Service or Agent's Address \(for Licensee or Person having an Interest in the Mark\)](#)
6. [T5A - Request to Amend Application](#)
7. [T5B - Request to Amend Representation of Trade Mark/Request to Delete Trade Mark in Series](#)
8. [T8 - Request for Restoration and Renewal of a Trade Mark Registration](#)
9. [T9 - Surrender of Registered Mark](#)
10. [T10 - Application or Notice to Register a Court Order or a Security Interest/Request to Amend or Remove Registered Particulars of Security Interest](#)
11. [T11 - Application or Notice to Register a Licence/Request to Amend or Remove Registered Particulars of a Licence](#)
12. [TC - E-Filing for Trade Marks Correspondence](#)

**C. Registered Designs Forms**

**(I) Interactive Forms**

1. [D12 - Request for Alteration of Applicant's/Registered Owner's Name, Address, Address for Service or Agent's Address](#)

**(II) Electronic Forms**

1. [D1 - Application for Registration of Designs](#)
2. [D2 - Request for Amendment of Application/Correction of Error in the Register or in Filed Documents](#)
3. [D3 - Request for Reinstatement of Application](#)
4. [D4 - Application for Extension of Time](#)
5. [D5 - Application to Register Particulars of Transactions Affecting Rights in Applications/Application to Cancel Claim to be Mortgagee or Licensee](#)
6. [D8 - Notice to Surrender Registration](#)
7. [D11 - Application for Renewal of a Registered Design](#)
8. [D12 - Request for Alteration of Name, Address, Address for Service or Agent's Address \(for Persons Other Than Applicant/Registered Owner\)/Request for Correction of Address, Address for Service or Agent's Address](#)
9. [DC - E-Filing for Designs Correspondence](#)

**D. Patents Forms**

**(I) Interactive Forms**

1. [P9/P10 - Request for Renewal of a Patent/Maintaining Application for Standard Patent](#)
2. [P18 - Request for Alteration of Applicant's/Proprietor's Name, Address, Address for Service or Agent's Address](#)

**(II) Electronic Forms**

1. [P4 - Request to Record a Designated Patent Application for a Standard Patent](#)
2. [P5 - Request for Registration of a Designated Patent and Grant of a Standard Patent](#)
3. [P6 - Request for Grant of a Short-term Patent](#)
4. [P7 - Request for Correction of Error/Request to Publish a Corrected Translation](#)
5. [P8 - Request to Make an Amendment](#)
6. [P12 - Application to Restore a Withdrawn Standard Patent Application Due to Non-Payment of Maintenance Fee/Application to Restore a Lapsed Standard Patent/Application to Restore a Lapsed Short-term Patent](#)
7. [P13 - Notice Requesting Reinstatement of a Patent Application/Application for Restoration of Rights](#)
8. [P16 - Notice of Offer to Surrender a Patent](#)
9. [P18 - Request for Alteration of Name, Address, Address for Service or Agent's Address \(for Persons Other Than Applicant/Proprietor\)/Request for Correction of Address, Address for Service or Agent's Address](#)
10. [P19 - Application for Registration or Notice to the Registrar of Rights Acquired in or Under a Patent or a Patent Application](#)
11. [PC - E-Filing for Patents Correspondence](#)
12. [SP3 - Request for Extension of Time/Paying Penalty Fee for Late Filing of Translation](#)

**E. XML Schemas**

1. [Trade Marks Forms](#)
2. [Registered Designs Forms](#)
3. [Patents Forms](#)

**F. Offline Signing**

1. [HTML Signing Application for Internet Explorer](#)

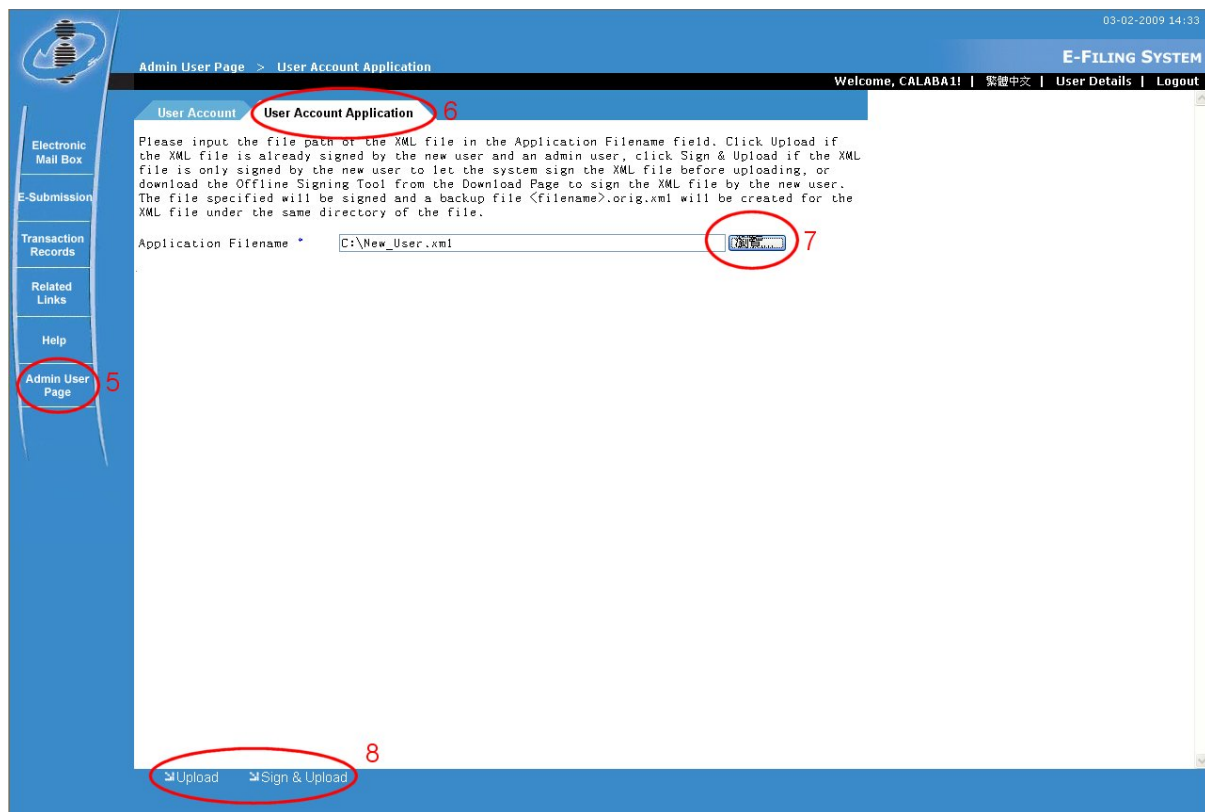
Return to Previous Screen

Downloads

3. Sign the XML application form twice:
  - 3.1. First, sign the XML application form using the certificate of the Web User you want to add.
  - 3.2. Then, sign the XML file again using the Admin User certificate (the certificate used to sign the Application for e-Filing Services Form).

**Note:** You can use the offline signing component provided at the Downloads screen (see "Introduction to Electronic Submissions" for details). You can also sign the file online as discussed in instruction no. 8.

4. Log in to the E-Filing System as Admin User.
5. From the E-Filing menu, click **Admin User Page**.



Admin User Page - User Account Application tab

6. Go to **User Account Application** tab.
7. In *Application Filename*, enter the location and file name of the XML file you prepared or, click **Browse**, then find and select the XML file from the dialogue box.
8. To upload the XML file, you can perform any of the following steps:
  - 8.1. If the XML file has already been signed with the Web User and Admin User's certificate, click **Upload**.
  - 8.2. If the XML file has been signed only with the Web User's certificate, click **Sign &**

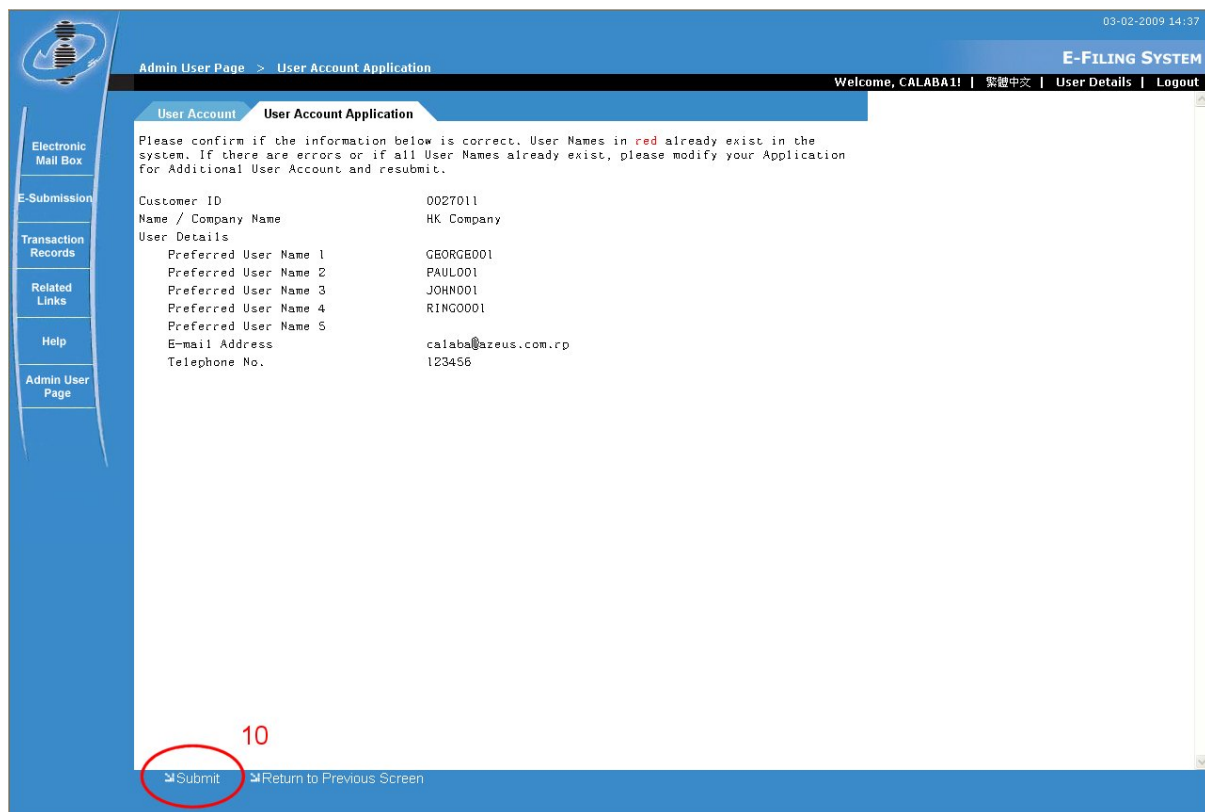
**Upload** and sign the file using the Admin User's certificate.

- 8.3. If the XML file has not been signed by both Web User and Admin User's certificate, click **Sign & Upload**. Sign the file using the Web User certificate first; and then click **Sign & Upload** again to sign using the Admin User's certificate.

**Note:** An error will be displayed after signing an unsigned application for the first time in the User Account Application page, informing you that the application must contain two signatures.

**Note:** After uploading, the system will extract the application details from the XML file, and display the data extracted on the **Confirmation** page.

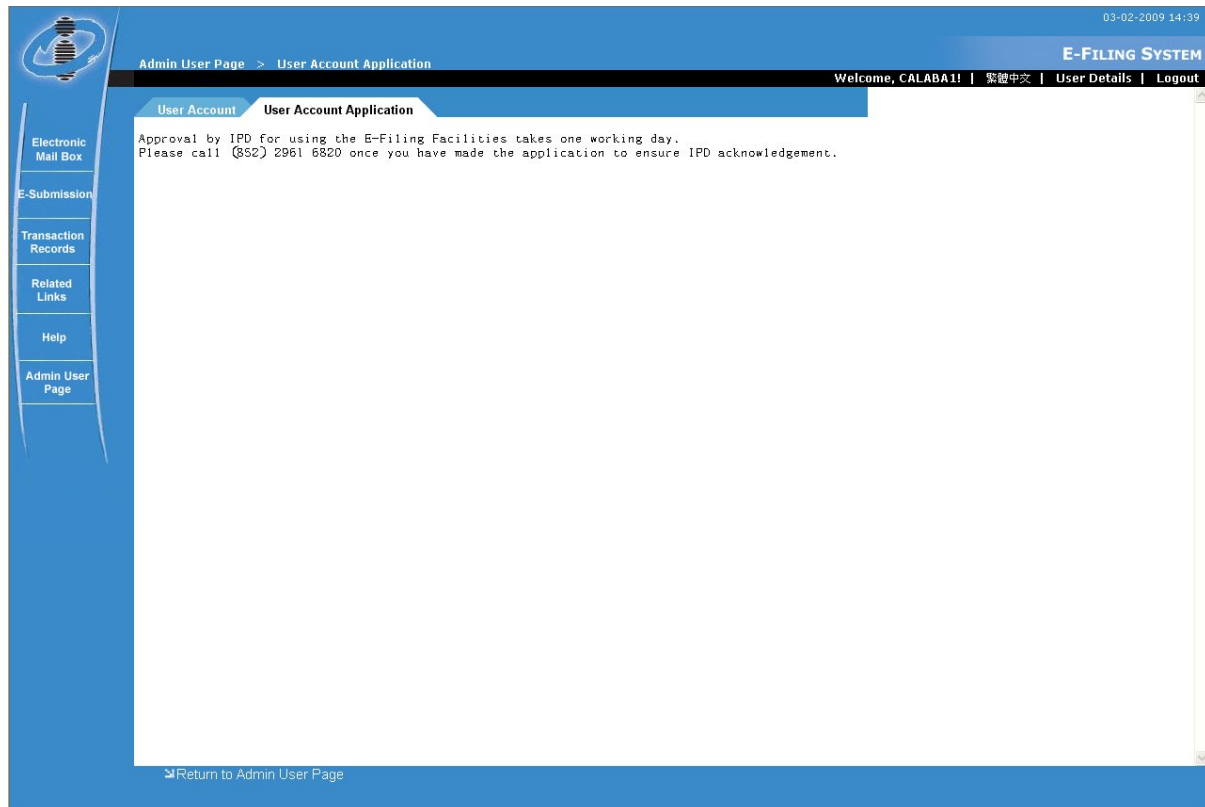
9. On the **Confirmation** page, check if data is correct.



**Web User Account Application Confirmation**

**Note:** If you want to change the data as displayed in the **Confirmation** page, click **Return to Previous Screen** and either change the original (not signed) XML file or change the Web User Account Form and generate a new XML file. You can repeat the instructions starting from step 2 or 3 to step 9.

10. Click **Submit**.



### Web User Account Application Submission Message

**Note:** IPD will need time to process your application. Once the application is approved, you will receive an acknowledgment e-mail at the e-mail address you specified.

**Note:** Two acknowledgment e-mails will be sent: one for the web user with the username and password and another for the Admin User with the user name of the new web user. Use the User Name and Password to log into the system.

### 7.2. SUSPENDING / REACTIVATING USER ACCOUNTS

#### Instruction

1. Log in to the E-Filing System as Admin User.
2. From E-Filing System menu, click **Admin User Page**.

**Note:** **User Account** tab is displayed by default when **Admin User Page** is opened.

3. On **User Account** tab, suspend/reactivate a user account:
  - 3.1. Tick the check box under *Suspended?* to suspend a user account.
  - 3.2. Un-tick the check box under *Suspended?* to reactivate a previously suspended user account.

**Note:** Suspended User Accounts cannot login to the E-Filing System.

03-02-2009 14:51  
E-FILING SYSTEM  
Welcome, CALABA1! | 繁體中文 | User Details | Logout

Admin User Page > User Account

User Account Application

User Name	Admin User	Suspended?	Email Address	Email Notification
CALABA1	✓	<input checked="" type="checkbox"/>	calaba@zeus.com.rp	<input type="checkbox"/>
EFILING10		<input type="checkbox"/>	calaba@zeus.com.rp	<input type="checkbox"/>
MICHAEL		<input checked="" type="checkbox"/>	cperez@zeus.com.rp	<input type="checkbox"/>

Save Cancel

Admin User Page - User Account tab

4. Click **Save**.



### 7.3. E-MAIL NOTIFICATION

#### Instruction

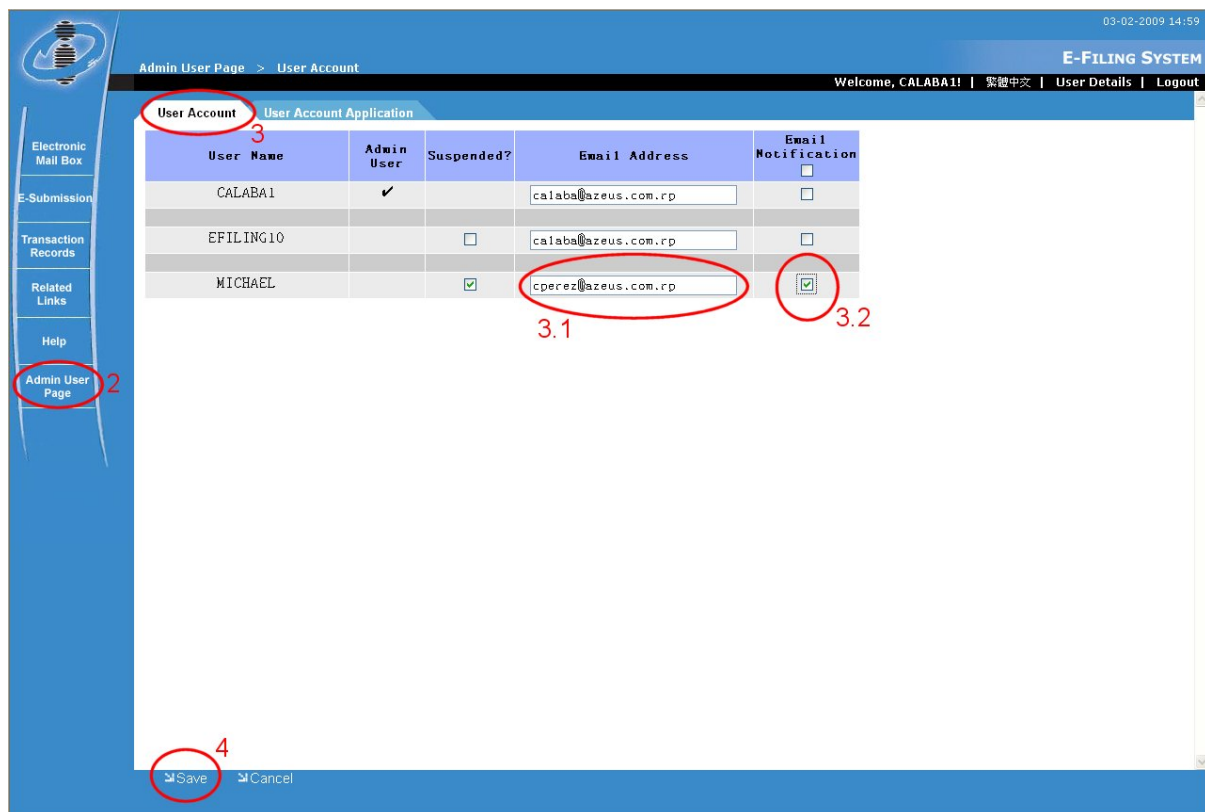
1. Log in to the E-Filing System as Admin User.
2. From E-Filing System menu, click **Admin User Page**.

**Note:** **User Account** tab is displayed by default when **Admin User Page** is opened.

3. On **User Account** tab, activate e-mail notification:
  - 3.1. Specify the e-mail address of the user account to which the notification mail will be sent.
  - 3.2. Tick the check box under *Email Notification* to activate this feature. Un-tick to deactivate it.

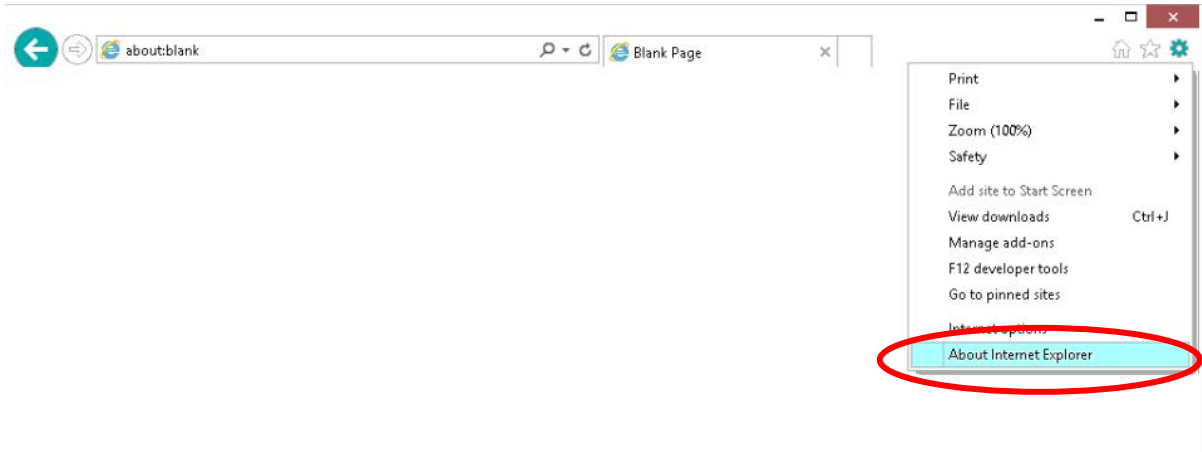
**Note:** By default, the *Email Notification* check box is un-ticked.

4. Click **Save**.



## 8. IE 8 AND IE 10 32-BIT ENVIRONMENT CONFIGURATION

The following steps are necessary for E-filing Users who are using Internet Explorer 8 and Internet Explorer 10. Note that only the 32-bit versions of the Internet Explorer will be supported. You can determine the version of the Internet Explorer used by checking the details in the “**About Internet Explorer**”.



### 8.1. SETUP FOR INTERNET EXPLORER 8 (IE 8)

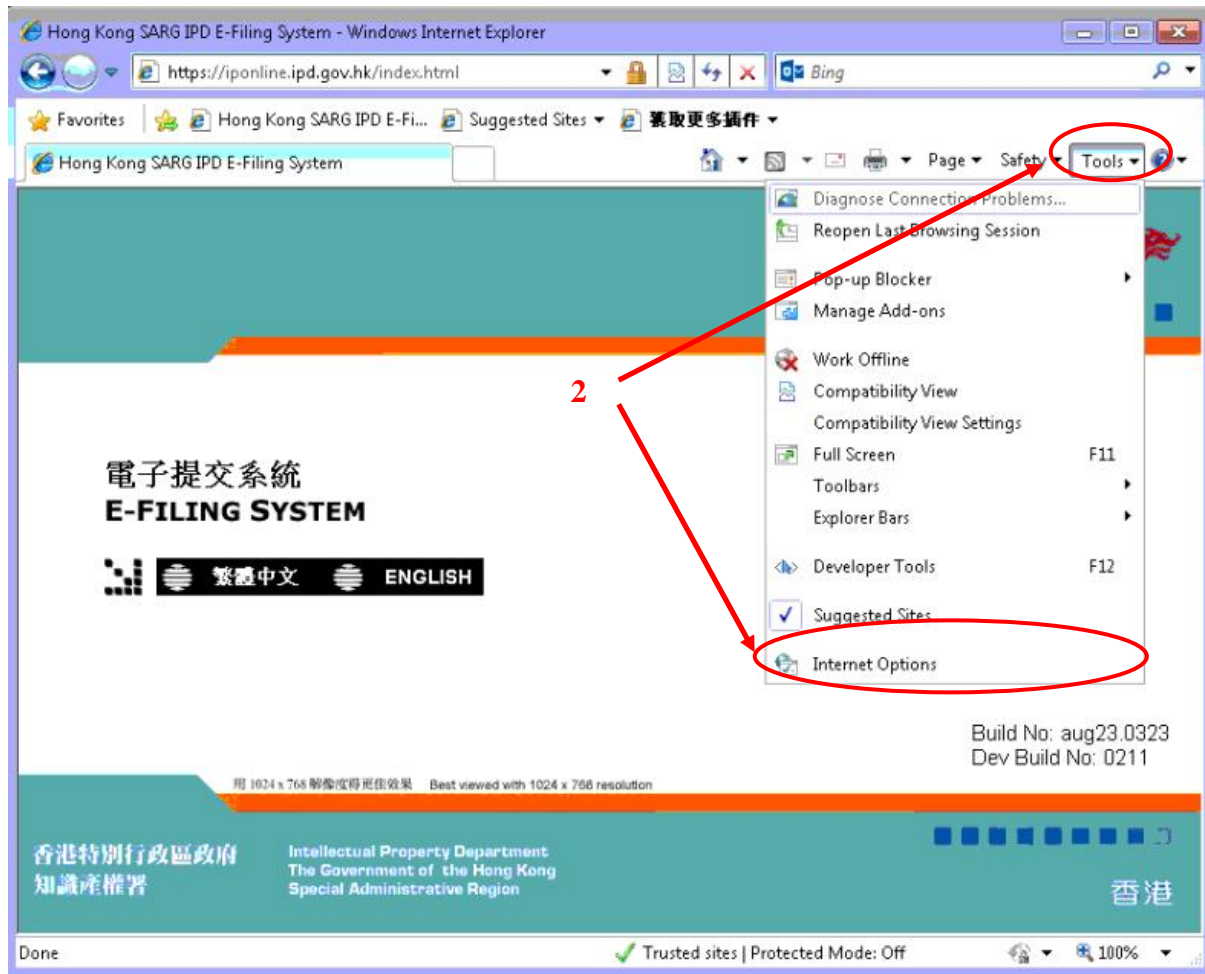
Note: Some workstations may have both 32-bit and 64-bit Internet Explorer 8 installed. The 32-bit version of the Internet Explorer can be found in **C:\Program Files(x86)\Internet Explorer**.

#### 8.1.1 Adding E-filing as a Trusted Site

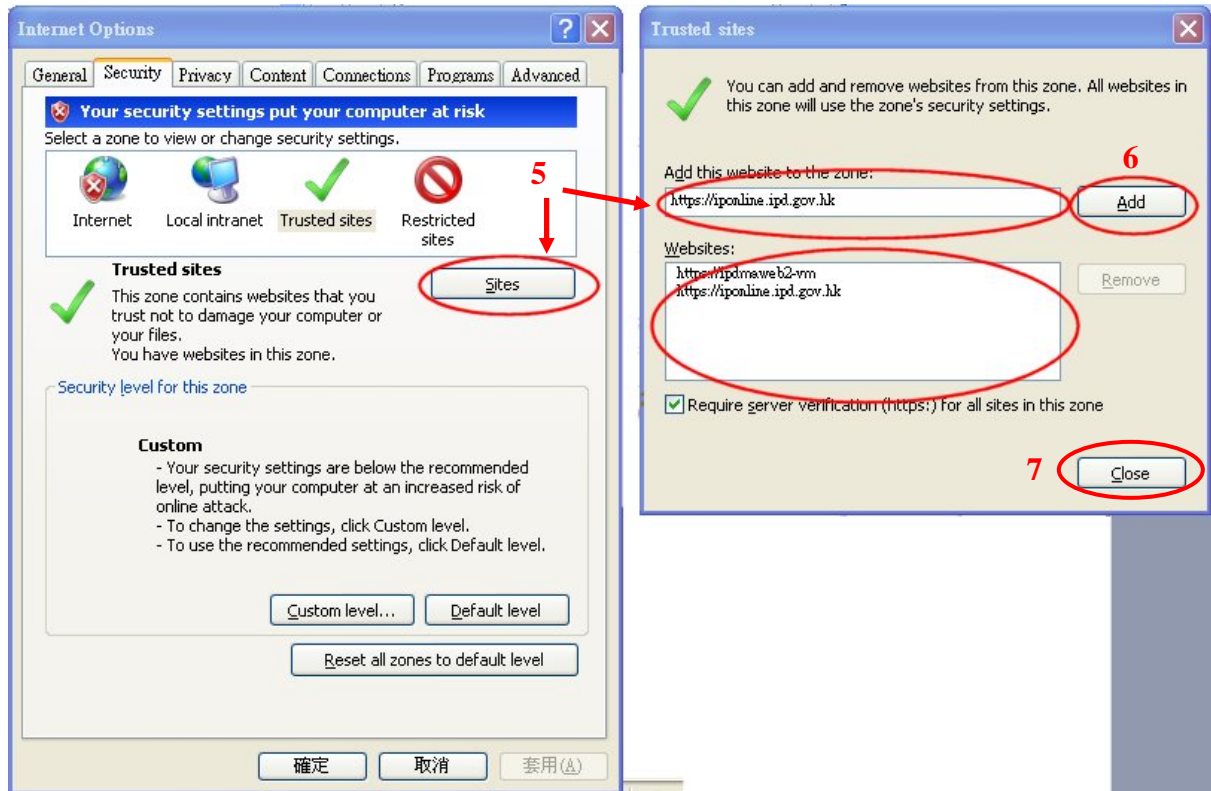
##### Instruction

1. Open Internet Explorer 8.
2. Go to **Tools** menu and select **Internet Options**.
3. In the **Internet Options** window, go to **Security** tab.
4. In the "Select a zone to view or change security settings", click on **Trusted Sites**.
5. Click **Sites** to display the **Trusted Sites** window. Input "https://iponline.ipd.gov.hk" in **Add this website to the zone**.
6. Click **Add** The value must be inserted into the **Websites** list at the bottom.
7. Click **Close** to return to **Internet Options** window.

# USER GUIDE







### 8.1.2 Set Security Level

Instruction

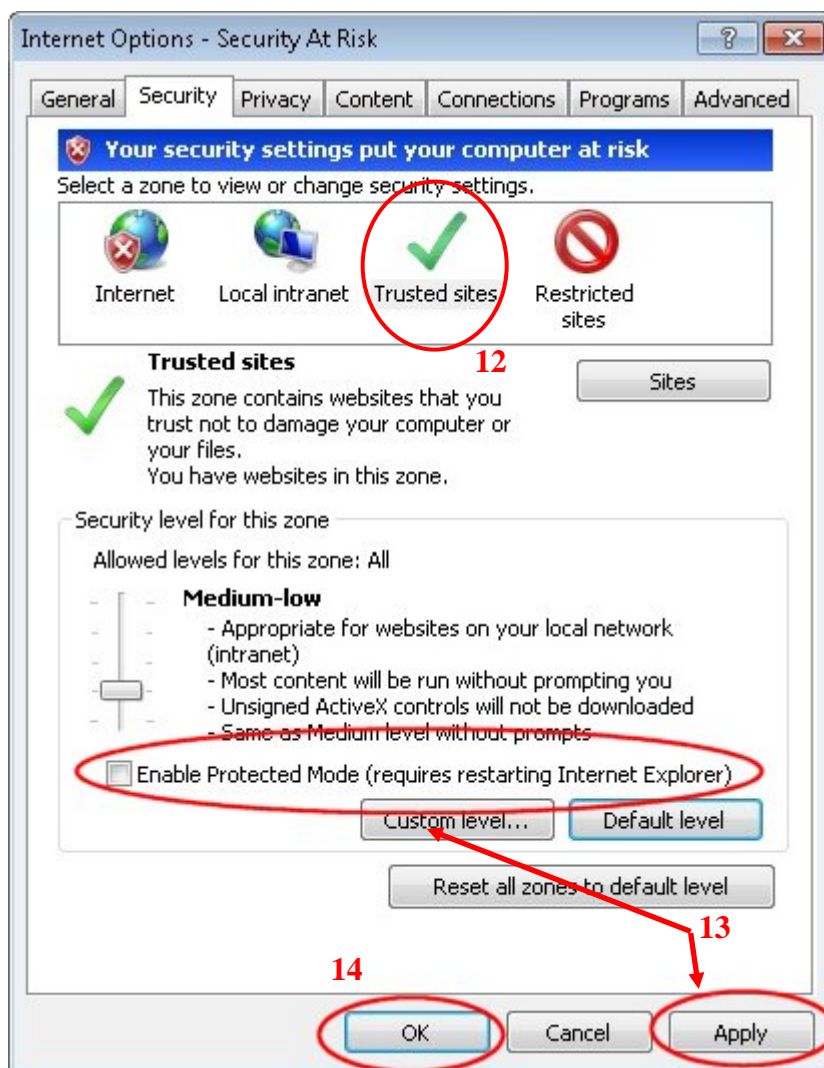
8. In **Internet Options** window, **Security** tab. Check that **Trusted Sites** is currently selected.
9. Check the current **Security Level** for this zone. If the current value is set to "Custom", then click **Default level** to display the security level options.
10. In the displayed security level control. Move the slider to the **Medium-low** setting.
11. Click **Apply**.



### 8.1.3 Disable Protected Mode

Instruction

12. In **Internet Options** window, **Security** tab. Check that **Trusted Sites** is currently selected.
13. Check the status of the **Enable Protected Mode** checkbox. If the checkbox is currently "ticked" then un-tick the checkbox and click **Apply**.
14. Click **OK** then **restart the Internet Explorer to apply the changes**. Note when restarting that all currently open Internet Explorer windows must be closed.

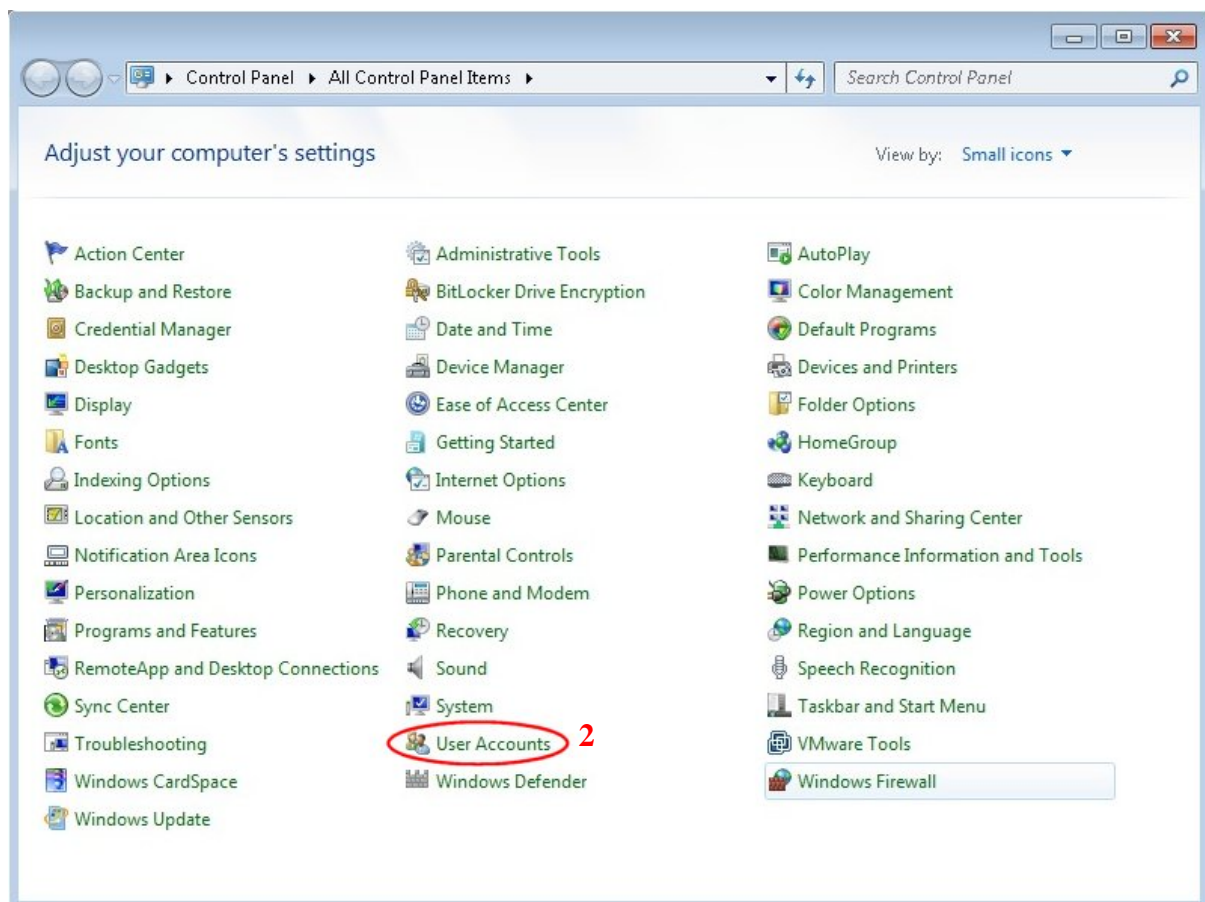


#### 8.1.4 Additional steps for ActiveX and DLL files Installation

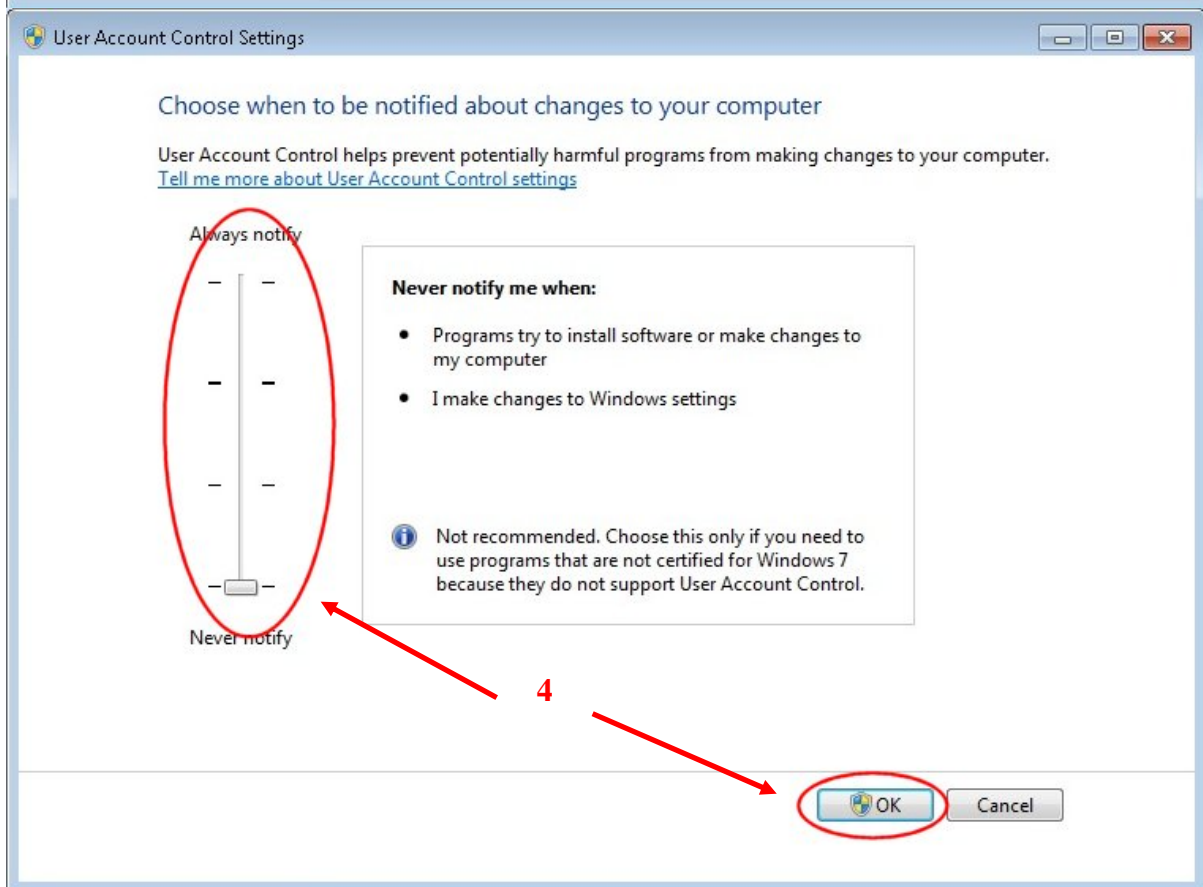
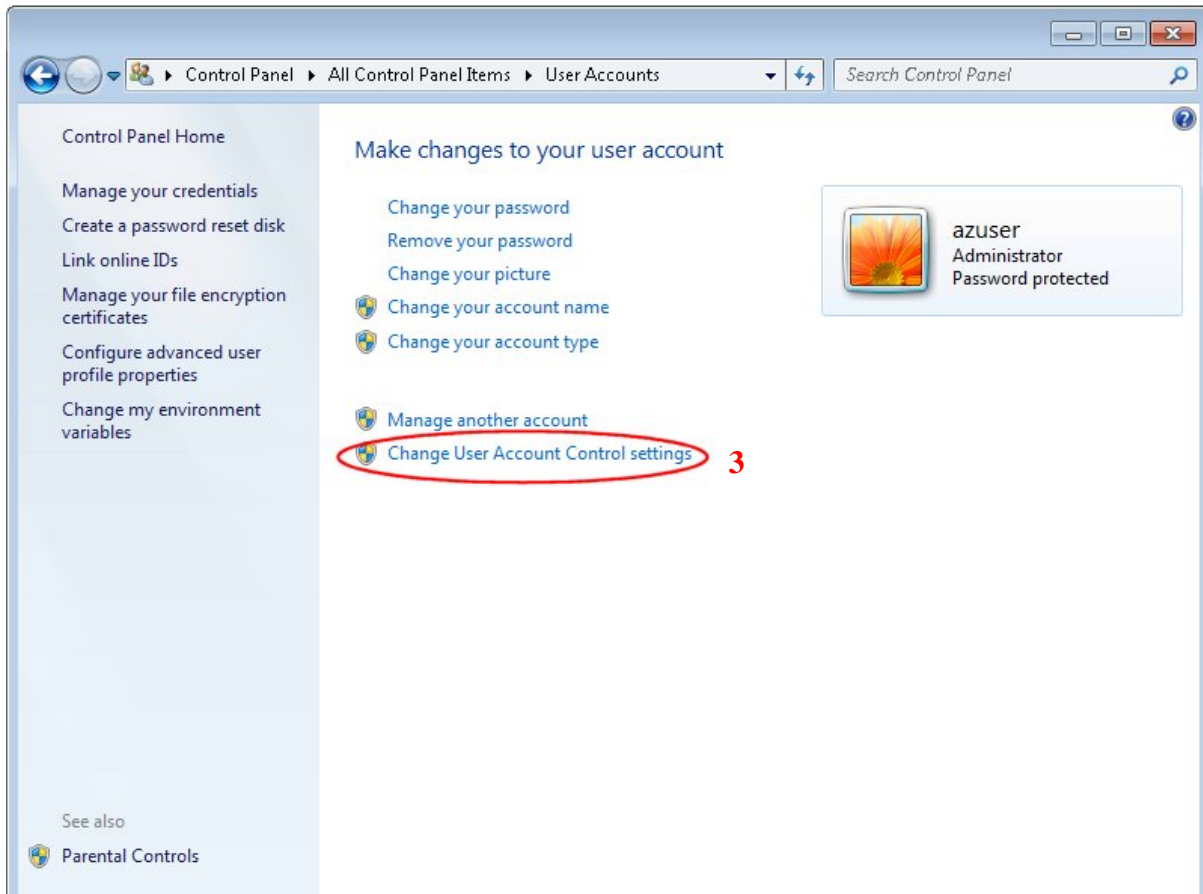
If the above steps have been completed successfully and the E-filing system still prompts an error message **“ME10000 : The XML Signer Component is not installed properly, or your current security settings do not allow ActiveX controls to run”**, then please perform the following setting before accessing E-filing system to install the necessary ActiveX and DLL files.

##### Instruction

1. From Windows Start Menu, access **Control Panel**.
2. Click **User Account**, options regarding the User Account Settings will be displayed.
3. Click **Change User Account Control settings**. **User Account Control Settings** window will be displayed.
4. Set the control to **Never notify**. Click **OK**.
5. **Restart the computer to apply the changes.**



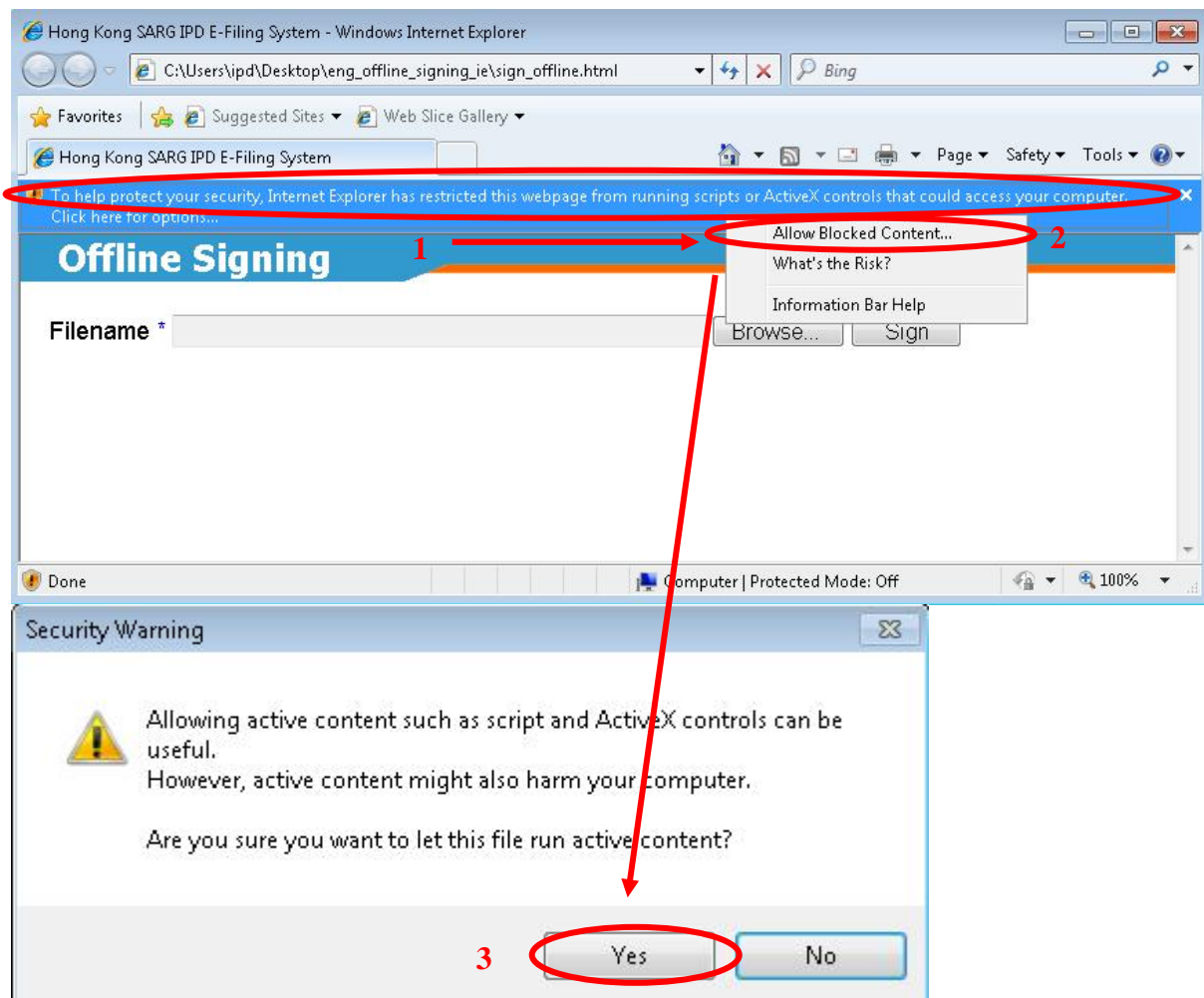




### 8.1.5 Additional steps for processing in Offline Signing Tool in IE8

#### Instruction

1. Click on pop-up message **“To help protect your security, Internet Explorer has restricted this webpage from running scripts or ActiveX controls that could access your computer. Click here for options...”** once the Offline Signing Tool has been opened.
2. Click **Allow Blocked Content...** in the prompted options menu.
3. Click **Yes** in the prompted Security Warning message such that ActiveX can be processed in the Offline Signing Tool.

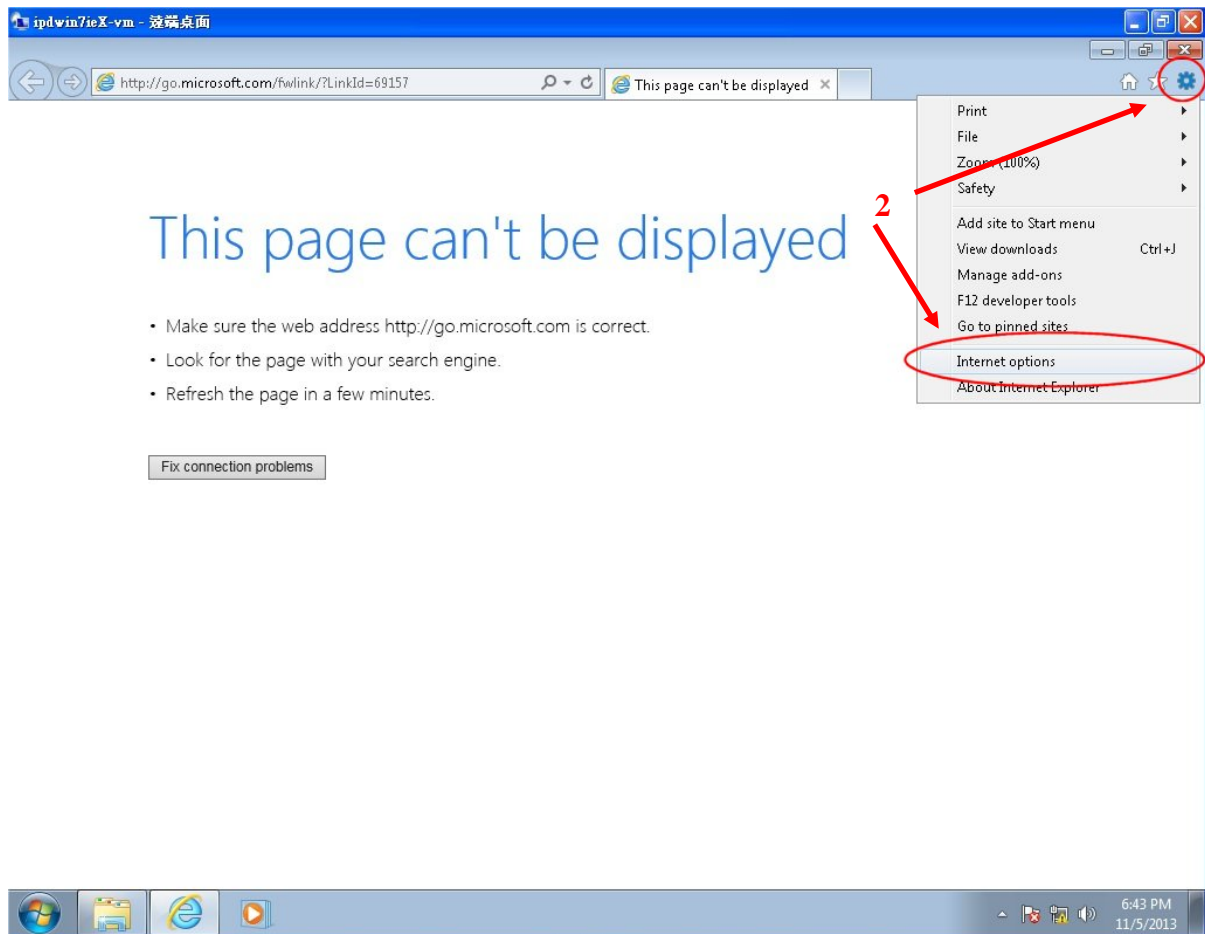


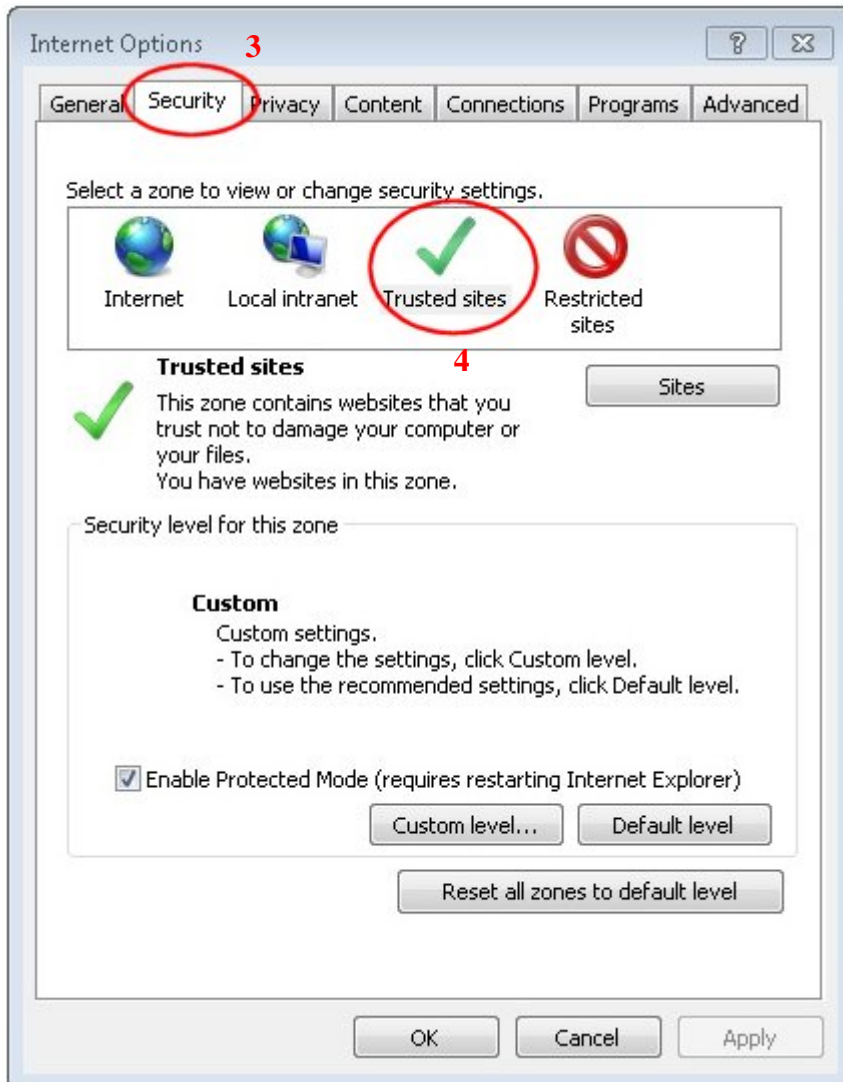
## 8.2. SETUP FOR INTERNET EXPLORER 10 (IE 10)

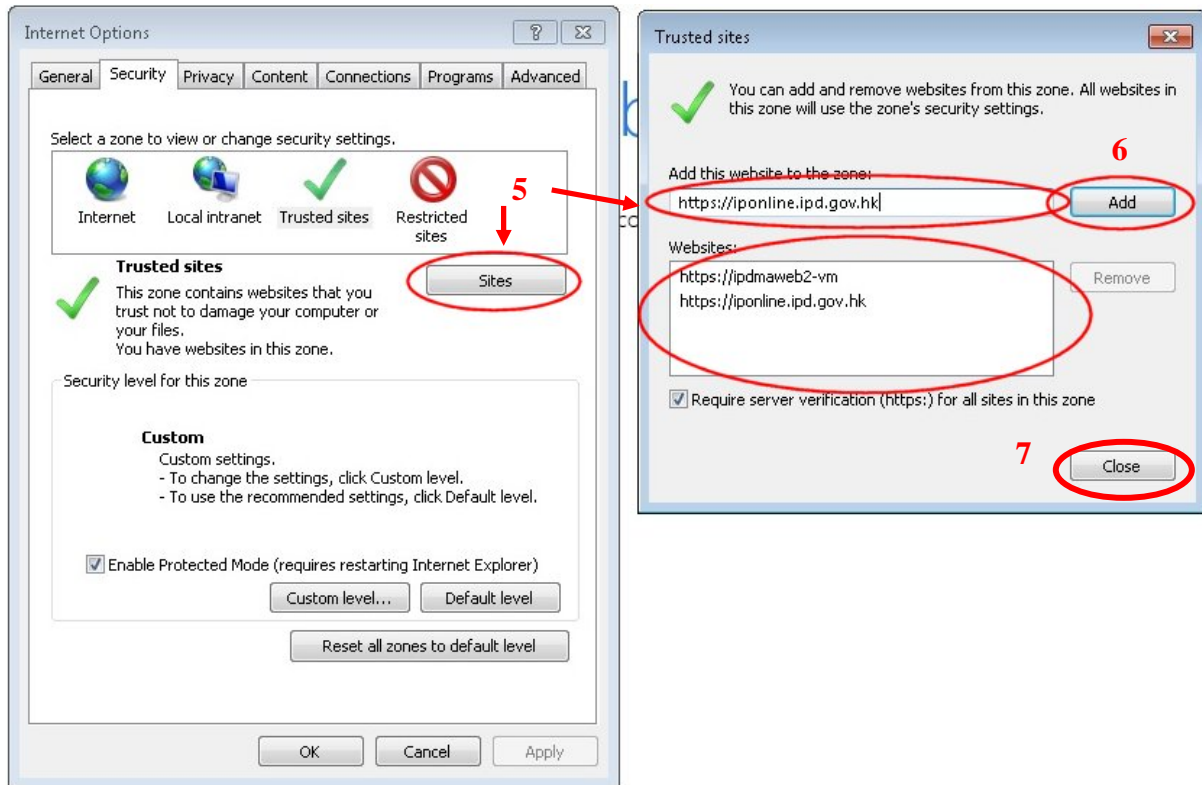
### 8.2.1. Adding E-filing as a Trusted Site

#### Instruction

1. Open Internet Explorer 10.
2. Go to **Tools** menu and select **Internet Options**.
3. In the **Internet Options** window, go to **Security** tab.
4. In the "Select a zone to view or change security settings", click on **Trusted Sites**.
5. Click **Sites** to display the **Trusted Sites** window. Input "https://iponline.ipd.gov.hk" in **Add this website to the zone**.
6. Click **Add**. The value must be inserted into the **Websites** list at the bottom.
7. Click **Close** to return to **Internet Options** window.



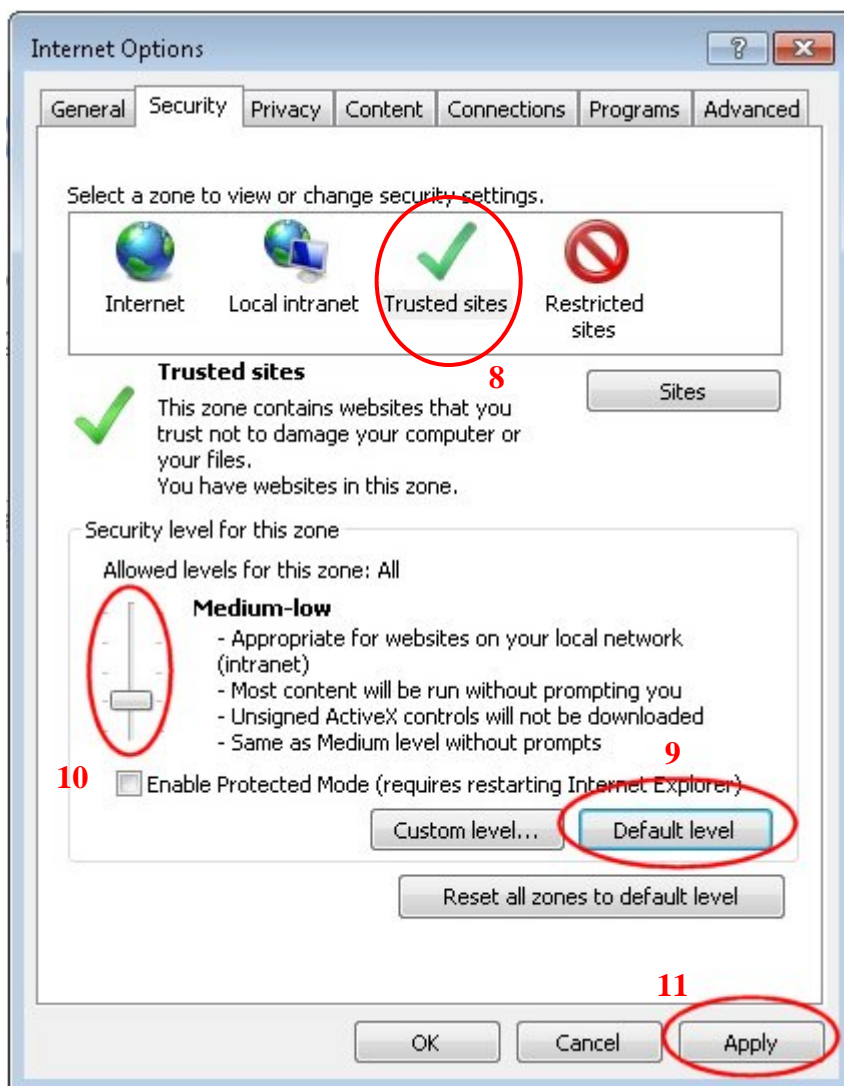




### 8.2.2. Set Security Level

Instruction

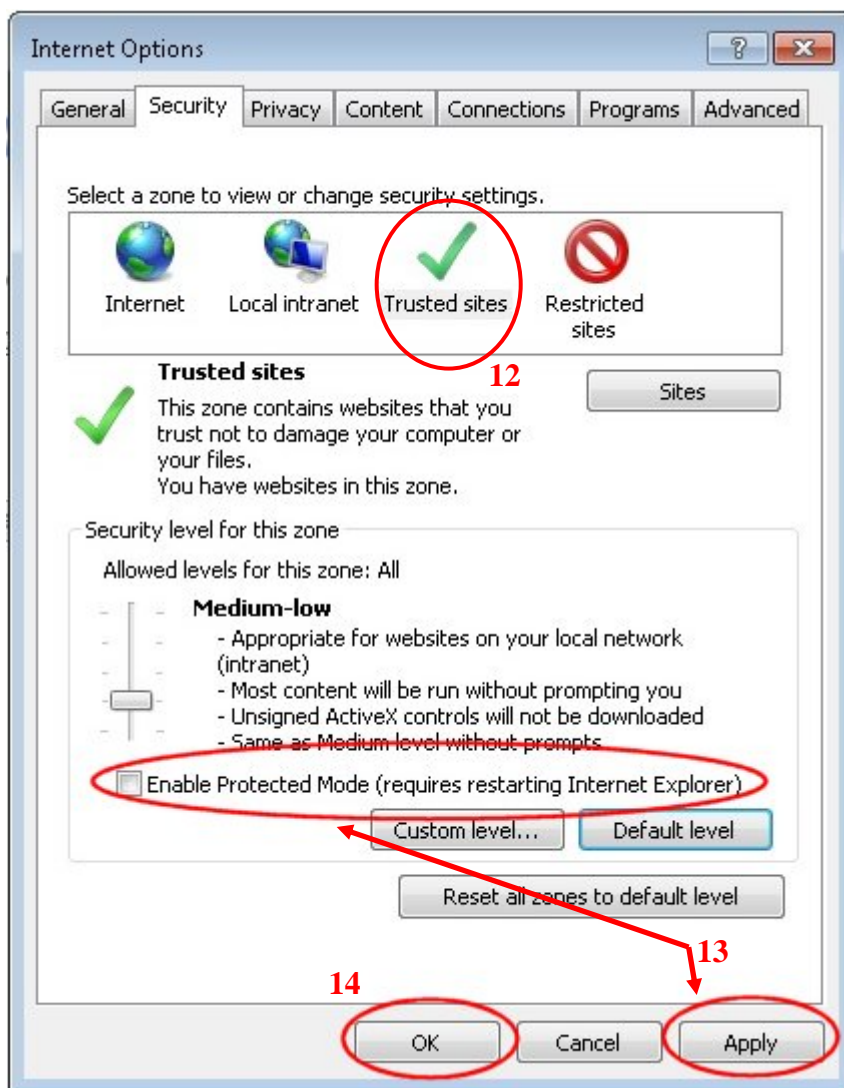
8. In **Internet Options** window, **Security** tab. Check that **Trusted Sites** is currently selected.
9. Check the current **Security Level** for this zone. If the current value is set to "Custom", then click **Default level** to display the security level options.
10. In the displayed security level control. Move the slider to the **Medium-low** setting.
11. Click **Apply**.



8.2.3. Disable Protected Mode

Instruction

12. In **Internet Options** window, **Security** tab. Check that **Trusted Sites** is currently selected.
13. Check the status of the **Enable Protected Mode** checkbox. If the checkbox is currently "ticked" then un-tick the checkbox and click **Apply**.
14. Click **OK** then **restart the Internet Explorer to apply the changes**. Note when restarting that all currently open Internet Explorer windows must be closed.



#### 8.2.4. Disable Enhanced Protected Mode

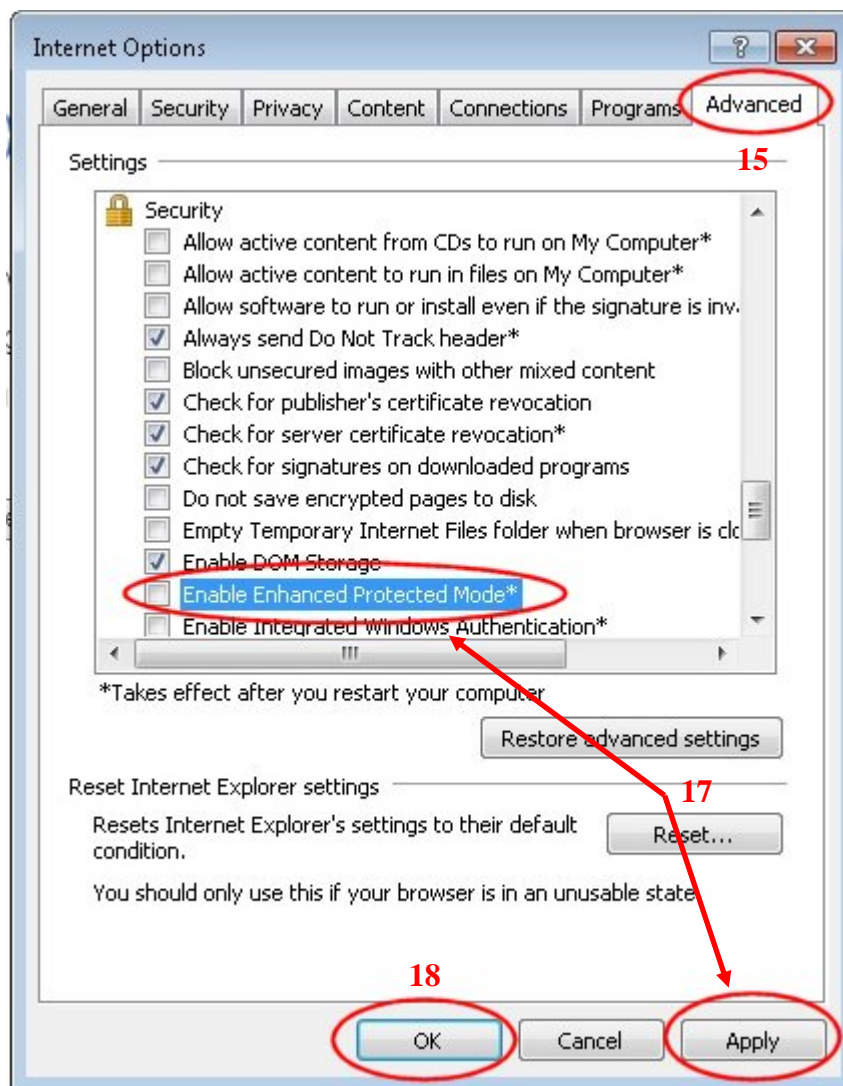
Instruction

15. In **Internet Options** window, go to **Advanced** tab.

16. Check the **Security** list under **Settings**.

17. Check the status of the **Enable Enhanced Protected Mode\*** checkbox. If the checkbox is currently "ticked" then un-tick the checkbox and click **Apply**.

18. Click **OK** then **restart the computer to apply the changes**.



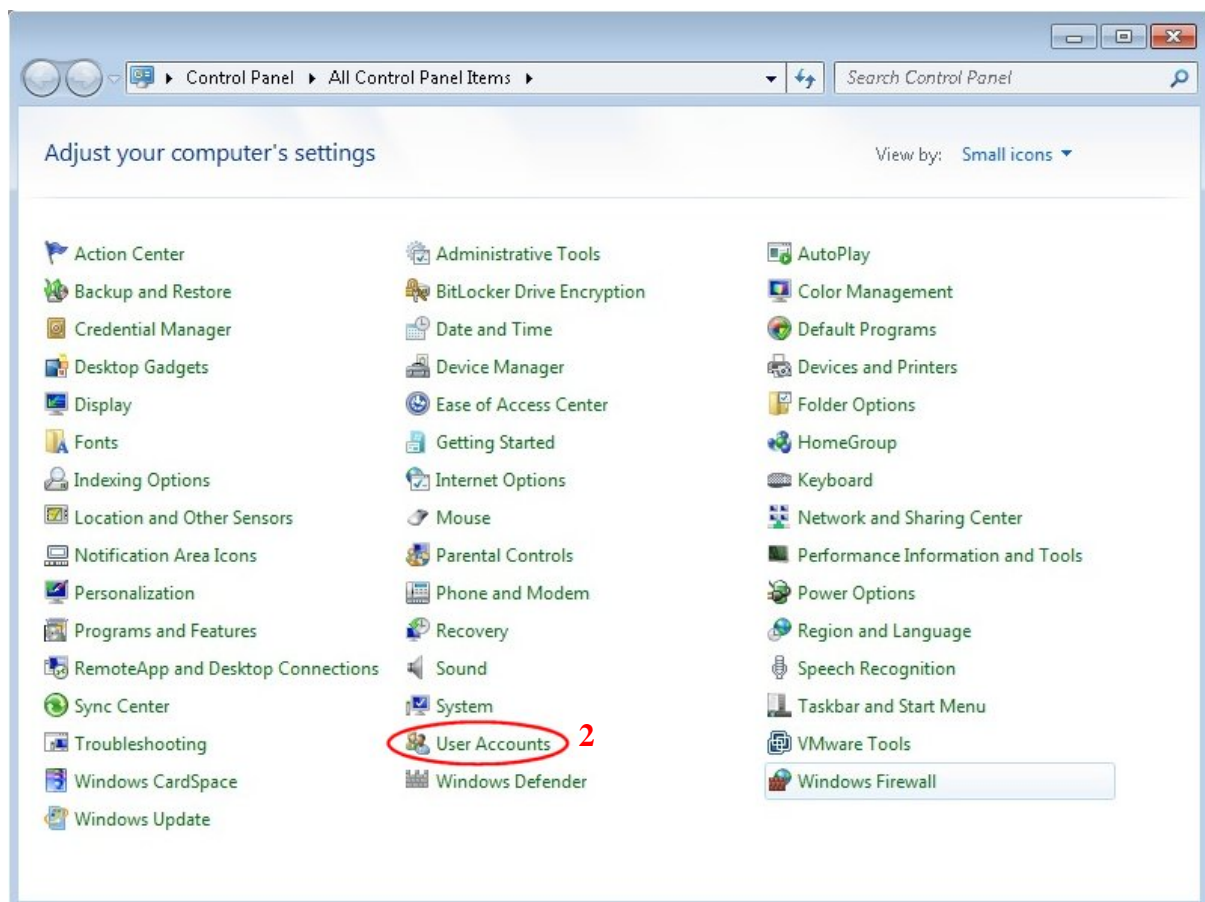


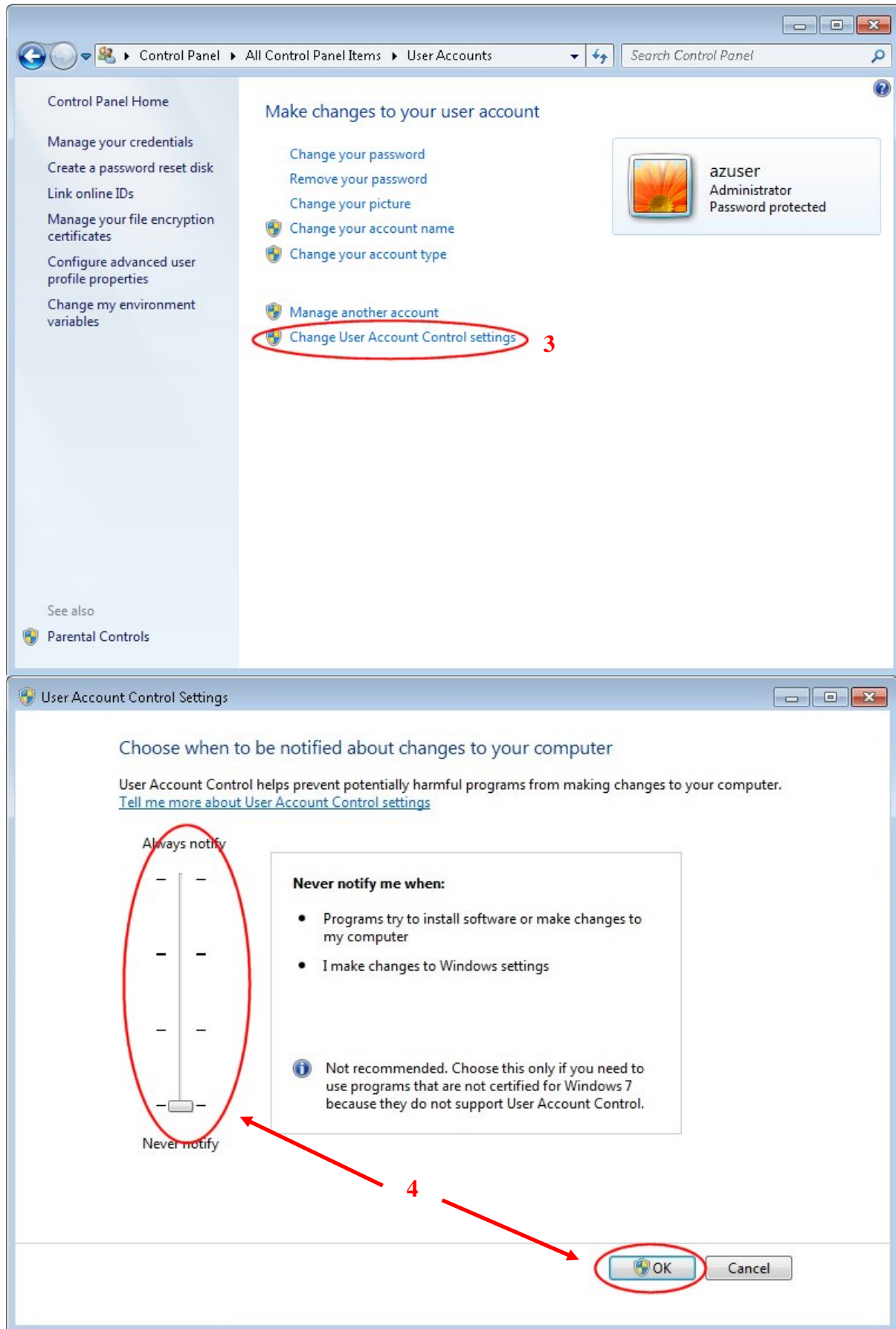
### 8.2.5. Additional steps for ActiveX and DLL files Installation

If the above steps have been completed successfully and the E-filing system still prompts an error message **“ME10000 : The XML Signer Component is not installed properly, or your current security settings do not allow ActiveX controls to run”**, then please perform the following setting when accessing E-filing system to install the necessary ActiveX and DLL files.

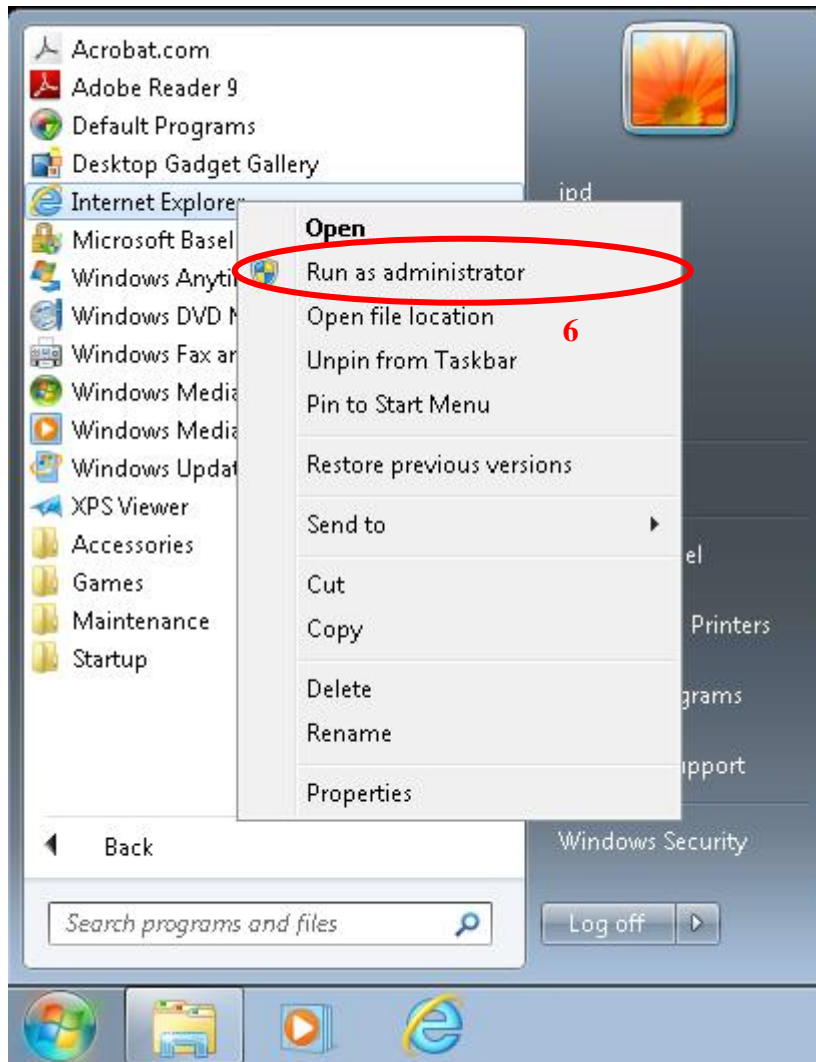
#### Instruction

1. From Windows Start Menu, access **Control Panel**.
2. Click **User Account**, options regarding the User Account Settings will be displayed.
3. Click **Change User Account Control settings**. **User Account Control Settings** window will be displayed.
4. Set the control to **Never notify**. Click **OK**.
5. **Restart the computer to apply the changes**.





6. On "Internet Explorer", right click and choose "**Run as administrator**".
7. Accessing E-filing system to install the necessary ActiveX and DLL files.



### 8.2.6 Additional step for processing in Offline Signing Tool in IE10

Instruction

1. Click **Allow blocked content** in the pop-up message “**Internet Explorer restricted this webpage from running scripts or ActiveX controls.**” once the Offline Signing Tool has been opened.

