

### Validation rules of the 1<sup>st</sup> level checking

Registry	Validation
<b>General</b>	
All interactive forms	Verify the signature of the XML file(s)
	Validate the uploaded XML against the IPD defined XML schema (so as to ensure its conformance to the defined data type and data length)
	Check mandatory fields
	Check if Customer ID exists and is equivalent to that of the login user
	Check if the Trade Mark Application No. / Trade Mark Registration No. / Patent Application No. / Patent No. / Design Application/Registration No. exists
	Check if the Trade Mark Application No. / Trade Mark Registration No. / Patent Application No. / Patent No. / Design Application/Registration No. is in force
	All address fields must be of 5 lines or less (i.e. no more than 4 carriage returns in a single address)
Form P9/P10, P18	Check if the Patent Application No. refers to more than one deemed standard patents (If yes, it is considered as an error.)
<b>Renewal / Maintenance</b>	
All interactive forms	Check if there are more than one Trademark Nos. / Patent Nos. / Patent Application Nos. specified. (If there are, it is considered as an error.)
	Check if name of applicant/proprietor/registered owner matches with the one in register.
Form T8	Check the system date against expiry date / actual registration date <ul style="list-style-type: none"> <li>○ If <i>Actual Registration Date</i> is not later than the <i>Expiry Date</i>, <ul style="list-style-type: none"> <li>- The system date must not be more than 6 months before the expiry date, and</li> <li>- it must not be more than 6 months after the expiry date</li> </ul> </li> <li>○ Otherwise (i.e. <i>Actual Registration Date</i> is later than <i>Expiry Date</i>), the system date must be within 6 months after the <i>Actual Registration Date</i></li> </ul>
Form P9/P10	Check the system date against expiry date <ul style="list-style-type: none"> <li>○ Must not be more than 3 months before the expiry date, and</li> <li>○ Must not be more than 6 months after the expiry date</li> </ul>

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	<p>For Maintenance,</p> <ul style="list-style-type: none"> <li>o The <i>Patent Application No.</i> must refer to a Patent Application.</li> <li>o There must not be any GR application (P5) filed before the Maintenance Due Date. However, if the GR application has been withdrawn, the validation will pass.</li> <li>o Maintenance Due Date stored in the ePATCOM must not be null</li> <li>o Statement in Support should be properly filled <ul style="list-style-type: none"> <li>- Specified Date must be within 1 month before the date of receipt</li> <li>- The checkboxes next to the declaration that the designated patent application <ul style="list-style-type: none"> <li>(a) has not been withdrawn or abandoned, and</li> <li>(b) has not been finally refused</li> </ul> must have been ticked</li> <li>- For (c), one of the checkboxes next to the declaration that the designated patent application <ul style="list-style-type: none"> <li>has not been granted, or</li> <li>has been granted and with date of grant within 6 months before the date of receipt</li> </ul> must have been ticked</li> <li>- Date of Grant, if filled, must be within 6 months before the date of receipt</li> </ul> </li> </ul>
	<p>For Renewal,</p> <ul style="list-style-type: none"> <li>o If it is a renewal of Standard Patent No., the <i>Patent No.</i> must refer to a Standard patent</li> <li>o If it is a renewal of Short-term Patent No., the <i>Patent No.</i> must refer to a Short-term patent</li> <li>o Renewal Due Date stored in the ePATCOM must not be null</li> </ul>
<b><i>Change of Name / Address / Agent's Address / Address for Service</i></b>	
All interactive forms	<p>Check if the checkbox for confirmation on the same legal entity has been ticked (Applicable to Change of Name only)</p> <p>Check if the name of applicant / proprietor / registered owner matches with the one in register</p>
Form T5	Check if the Trade Mark Application involved is under old law (If yes, it is considered as an error.)
Form P18	Check if the system date is beyond the expiry date (If yes, it is considered as an error.)
Form D12	For Registered Design, check if system date is beyond the End Date of Period of Registration (If yes, it is considered as an error.)
<b><i>Assignment / Assent</i></b>	
Form T10	Check if the names of all co-owners / co-applicants have been specified. (If no, it is considered as an error.)

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	<p>For assent, check if the form is signed by</p> <ul style="list-style-type: none"> <li>• applicant for registration/owner of registered mark, or</li> <li>• agent for applicant for registration/owner of registered mark</li> </ul> <p>(If yes, it is considered as an error.)</p> <p>For assignment, check if the form is signed by</p> <ul style="list-style-type: none"> <li>• personal representative of applicant for registration/owner of registered mark, or</li> <li>• agent for personal representative of applicant for registration/owner of registered mark</li> </ul> <p>(If yes, it is considered as an error.)</p>
<b><i>Extension of Time</i></b>	
Form T13	<p>Check if the Trade Mark Application involved is under old law (If yes, it is considered as an error.)</p> <p>Check if the system date is beyond the BU date (If yes, it is considered as an error.)</p> <p>Check if exactly one of Rule 13(3) and Rule 13(6) is selected (If no, it is considered as an error.)</p> <p>If Rule 13(3) is selected, check if the application has an accepted extension of time request before but there is no previous “First Opinion” progress. (If yes, it is considered as an error.)</p> <p>If Rule 13(3) is selected, check if it is a result of a division and the application before division has an accepted extension of time request. (If yes, it is considered as an error.)</p> <p>If Rule 13(3) is selected, check if the progress is “First Opinion” (If no, it is considered as an error.)</p> <p>If Rule 13(6) is selected, check if the progress is “Further Opinion” (If no, it is considered as an error.)</p> <p>If Rule 13(3) is selected, check if the period of extension of time requested is filled (If yes, it is considered as an error.)</p> <p>If Rule 13(6) is selected, check if the period of extension of time requested is filled (If no, it is considered as an error.)</p> <p>If Rule 13(3) is selected, check if any of the reason checkboxes is ticked (If yes, it is considered as an error.)</p> <p>If Rule 13(6) is selected, check if any of the reason checkboxes is ticked (If no, it is considered as an error.)</p> <p>If the reason Others is ticked, check if the details of the reason is filled (If no, it is considered as an error.)</p> <p>Check if the address for service part is filled (If no, it is considered as an error.)</p>

### Validation rules of the 2<sup>nd</sup> level checking

Registry	Validation
<b>General</b>	
All interactive forms	Check if there is any relevant related process. (If yes, pass to IPD staff to handle)
Form T5, T8, T10, T13	Check if the <i>Progress</i> of the Trademark Application, if any, is “Appeal”. (If yes, pass to IPD staff to handle)
Form P9/P10, P18	Check if the electronic record is in the right language, i.e. same as the Language of Proceedings
Form D12	Check if the electronic record is in the right language, i.e. same as the Language of Proceedings
<b>Change of Name / Address / Agent's Address / Address for Service</b>	
Form T5	Check if Progress of any of the Trademark Application record(s) is “Ready for Publication” (If yes, pass to IPD staff to handle)
	If any Trade Mark Application is of Progress “New”, “First Opinion” or “Further Opinion”, check if the corresponding BU Date has expired (If yes, pass to IPD staff to handle)
Form P18	Check if Progress of any of the Patent Application is “Ready for Publication” and Cutoff Date has passed (If yes, pass to IPD staff to handle)
	Check if BU Date of any Patent Application has expired (If yes, pass to IPD staff to handle)
Form D12	Check if Progress of any of the Design Application record(s) is “Ready for Publication” and a publication date has already been assigned (If yes, pass to IPD staff to handle)
	Check if BU Date of any Design Application has expired (If yes, pass to IPD staff to handle)
<b>Assignment / Assent</b>	
Form T10	Check if the request is a partial assignment or an assent (If yes, pass to IPD staff to handle)
	If the request is a Full Assignment, check the following: <ul style="list-style-type: none"> <li>• If the request is linked to a trademark application, pass to IPD staff to handle</li> <li>• If the request is linked to a certification mark, pass to IPD staff to handle</li> <li>• If the request is signed by “new owner”, “agent for new owner” or “a party other than those specified above”, pass to IPD staff to handle</li> <li>• If the <i>Date of assignment / assent</i> is earlier than the <i>Accorded Filing Date</i> of the TM application / registration, pass to IPD staff to handle</li> <li>• If <i>Documentary evidence and other attachment</i> is filled, pass to IPD staff to handle</li> </ul>
<b>Extension of Time</b>	

Registry	Validation
Form T13	If Rule 13(3) is selected, check if there are any previous accepted Extension of Time application and previous progress of First Opinion (If yes, pass to IPD staff to handle)
	If Rule 13(3) is selected, check if it is a result of a merger and any of the applications before the merger has an accepted extension of time request (If yes, pass to IPD staff to handle)
	Check if Rule 13(6) is selected (If yes, pass to IPD staff to handle)