JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)

INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA (IPCM),
MALAYSIA

STUDY
ON
ENHANCEMENT OF INTELLECTUAL PROPERTY RIGHTS ADMINISTRATION CAPACITY THROUGH UTILIZATION OF INFORMATION TECHNOLOGY
IN
MALAYSIA
(PHASE 2)

FEBRUARY 2005

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Preface

In response to a request from the Government of Malaysia, the Government of Japan decided to conduct a Development Study on Enhancement of Intellectual Property Rights Administration Capacity through Utilization of Information Technology in Malaysia, and this study was done by the Japan International Cooperation Agency (JICA) under the guidance of the Japan Patent Office.

JICA sent to Malaysia a study team headed by Mr.Tetsuo Inooka, UNICO International Corporation, and organized by UNICO International Corporation.

The team held discussions with the officials concerned of the Government of Malaysia and conducted a series of field study. After its return to Japan, the team conducted further studies and compiled the results in this report.

I hope this report will be utilized for contributing to the further facilitation of intellectual property rights administration in Malaysia.

I wish to express my sincere appreciation to all those who participated in this study project for their close cooperation with the team.

February 2005

Mrs. Sadako Ogata
President
Japan International Cooperation Agency

February 2005

Mrs. Sadako Ogata
President
Japan International Cooperation Agency
Tokyo, Japan

Dear Mrs. Ogata,

Letter of Transmittal

We are pleased to submit to you the final report on the Study on Enhancement of Intellectual Property Rights Administration Capacity through Utilization of Information Technology in Malaysia (Phase 2). The report contains as major sections "Development of a pilot computerized system for administration of industrial design, and assessment of its effectiveness", "Network analysis for improvement of the patent document search environment", and "Recommendation for further improvement of intellectual property administration through utilization of IT".

The Malaysian Government has made efforts to promote the development and upgrading of technical and creative capabilities, and has encouraged the development of indigenous R&D and design resources, while developing the system that protects intellectual property rights whereby an environment facilitating adoption of advanced technology and management know-how can be fostered. The efficiency of administrative processes for registration of intellectual property rights has been also promoted to support such efforts.

The Phase 2 study was conducted, on the basis of Phase 1 results, to develop a computerized administration system for industrial design, which at present is handled totally on a manual basis; to identify the network problems in order to improve the efficiency of the patent document search process; and to make recommendations on the possibility of further improvement of administrative processes through use of IT. A computerized administration system for industrial design is being prepared for actual operation, after its effectiveness was confirmed. We are certain that this Study will be useful for upgrading of the administrative efficiency of IPCM through use of IT, also in areas other than the system development.

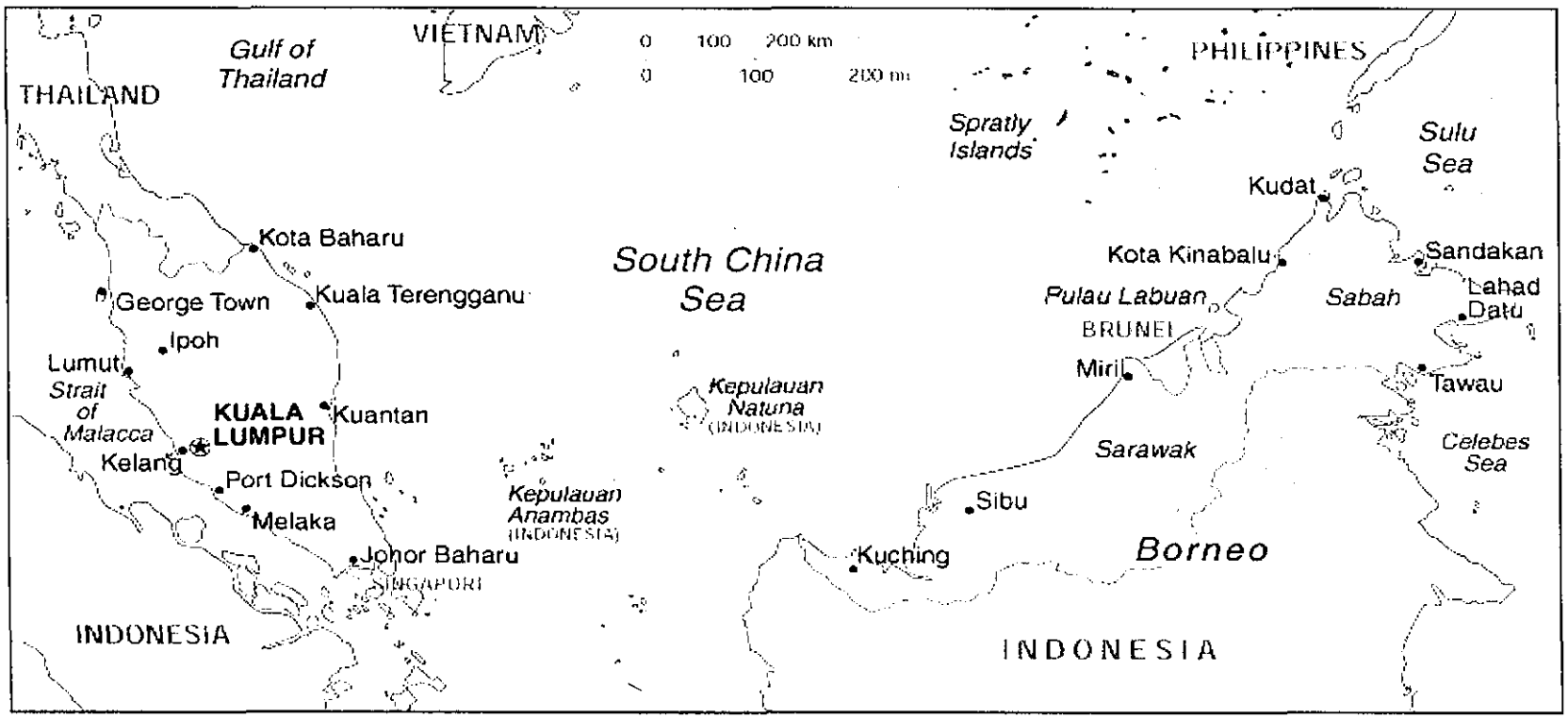
We wish to take this opportunity to express our sincere gratitude to your Agency, the Ministry of Foreign Affairs, Ministry of Economy, and Trade and Industry, and the Japan Patent Office, among others, for valuable advice and support provided continuously from

the Phase 1 study. We also wish to express our deep gratitude to IPCM and other Malaysian authorities concerned for the close cooperation and substantial assistance rendered to us during the performance of this study.

Very truly yours,
UNICO International Corporation

Tetsuo Inooka
Team Leader, the Study on Enhancement of
Intellectual Property Rights Administration
Capacity through Utilization of Information
Technology in Malaysia (Phase 2)

Map of Malaysia



Abbreviations

AIPN	Advanced Industrial Property Network
API	Application Program Interface
CD	Compact Disc
CD-ROM	Compact Disc Read Only Memory
CPU	Central Processing Unit
CS	Common Software
DB	Data Base
DVD	Digital Video Disk
EPO	European Patent Office
ECAP II	EC-ASEAN Intellectual Property Rights Co-operation Program II
FSS	Figurative Search System
ICT	Information and Communication Technology
ID	Identification
IDF	Industrial Design Form
IPCM	Intellectual Property Corporation of Malaysia
IPD	Intellectual Property Division
IPDL	Intellectual / Industrial Property Digital Library
ISP	Internet Service Provider
IT	Information Technology
JPO	Japan Patent Office
Kbps	Kilobits per second
K-Economy	Knowledge-based Economy
LAN	Local Area Network
MB	Megabyte
Mbps	Megabits per second
MDTCA	Ministry of Domestic Trade and Consumer Affairs
PANTAS	Patents and Trade Marks Automation System
PC	Personal Computer
PCT	Patent Cooperation Treaty
R&D	Research and Development
SAGA	Standard Accounting System for Government Agencies
SQL	Structured Query Language
TRIPS	Agreement on Trade-Related Aspects of Intellectual Property Rights
USPTO	United States Patent Office
VPN	Virtual Private Network
WIPO	World Intellectual Property Organization
WWW	World Wide Web

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Part 1: Outline of the Study and Organization of the Report

1 Outline of the Study and Organization of the Report

1.1 Objective, Background and Scope of the Study

1.1.1 Objective of the Overall Study

The primary objective of the present study is to enhance the capacity of the Malaysian Government to deliver administrative service relating to intellectual property rights (IPR) through the effective use of information technology (IT). An emphasis is placed on administration work in the fields of IP administration, including the processes of application, examination, registration, and search.

The study consists of two phases. The present study is Phase 2, in which the following were carried out to achieve the objective of the overall study, on the basis of the results of Phase 1.

1) Development of a pilot computerized system for the purpose of realizing effective administration of industrial design application and registration, and the evaluation of the system in view of efficiency improvement and effectiveness;
2) Study for upgrading of the patent document search environment through internal and internet traffic analysis; and
3) Recommendations for future planning for further improvement of the IPR administration through use of IT.

1.1.2 Background of the Study

(1) Background of the overall study

The Malaysian economy has been achieving remarkable growth as guided by effective government policies, which were characterized by export promotion in the 1970's, import substitution in the field of heavy and chemical industries in the 1980's, and export-oriented industrialization after the late 80's, which emphasized the provision of incentive measures to increase foreign investment. At the same time, however, a labor shortage became apparent and a continued increase in the country's current account deficit surfaced. Deterioration of the current account was a side effect of the industrial development process, as there was a significant increase in imports of equipment and materials. To overcome this situation, the government decided to promote industrial development while reducing dependency on a low-cost labor force, and as a key objective

to achieve such industrial development, it announced structural reform whereby Malaysia would develop its knowledge-based economy, referred to as the "K-Economy," focusing on the upgrading of technology levels and management capabilities, the strategic expansion of R&D activities, active use of information and communication technology (ICT), and the enhancement of education and training. In the manufacturing sector, it is the transition from the conventional type of assembly industries, to those characterized by capabilities in the fields of R&D, design, distribution, and marketing, thereby to encourage their mutual linkages and increase value added. The concept is referred to as "Manufacturing ++" concept.

To materialize the concept, the development and upgrading of technical and creative capabilities have been encouraged, including R&D and design activities at home, while introducing advanced technology and management know-how to support development of such capabilities. As a result, the number of applications for the industrial property rights[1] in the country has been growing rapidly.

Under such conditions, the need for development of an effective legal and administrative system to protect intellectual property rights[2] (IPR) has become strongly evident and recognition of this need has grown. Malaysia is a member nation of the Paris Convention[3], the Berne Convention[4], and the World Intellectual Property Organization (WIPO)[5]. It also made an advance by ratifying the WTO TRIPS agreement, an international commitment to the establishment of the minimum standard for IP protection and legal procedures to enforce the rights, which are mandated as trade aspects of IP protection.

The Ministry of Domestic Trade and Consumer Affairs (MDTCA) is responsible for public administration relating to intellectual property protection, and the Intellectual

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1 The intellectual property rights related to industry, including patents, utility innovations, trademarks, and industrial designs, etc.

2 Includes copyrights, besides the intellectual property rights.

3 The treaty was concluded in 1883 with the ultimate objective of protecting industrial property rights in the international context. It was amended several times since then. Under the Paris Convention, signator countries form a federation to coordinate matters that can be internationally harmonized, while accepting intellectual property rights established in each country. The matters that cannot be coordinated within the framework of the Paris Convention are subject to a special agreement.

4 Treaty on the Protection of Copyrights; signator countries form a federation.

5 An inter-governmental organization under the United Nations, as established pursuant to the "Treaty on the Establishment of the World Intellectual Property Organization" that was signed in Stockholm in 1967. WIPO is also a successor of BIRPI (Bureaux Internationaux Reunis pour la Protection de la Propriete Intellectuelle) that has integrated the international secretariats for the Paris and Berne conventions by incorporating these functions, while serving as the international secretariat for the PCT and a receiving agency of international filing of patents.

Property Corporation of Malaysia (IPCM; formerly Intellectual Property Department, or IPD) is in charge of field operations of the IP protection system. The administration system of IPCM has been computerized with the cooperation of WIPO, with establishment of Patents and Trade Marks Automation System (PANTAS), which is a system using the Common Software (CS) as the core software.

Further upgrading of the administration system has been recognized as necessary by IPCM for improvement of efficiency of the administration process, due to the fact that the entire process of administration of industrial design is still manual and paper-based, and that the Figurative Search System of Trademarks (FSS), which is a part of PANTAS, could not accommodate the change in the international classification[6]. Another factor, which calls for upgrading of the administration system, was the need for improvement of efficiency of patent document search environment for examiners.

Under such circumstances, the Government of Malaysia made a request for the present development study to the Government of Japan in August 2001, to promote further modernization of the IP administration system. In response, the Japanese Government sent a preliminary study team to Malaysia in March 2002 and discussed with the Malaysian counterpart a general framework, contents and other particulars of the development study. They agreed and signed the Scope of Work, and the Phase 1 Study was undertaken during the period of July 2002 through January 2003.

The scope of the study in Phase 1 was as follows:

(1) Overall review of the current state of intellectual property rights administration and examination (patent, trademark, design, and geographic indication)
(2) Basic design of the following pilot computerized system for improvement of the administrative efficiency, comprising
    1) An industrial design right administration system
    2) The environment for patent document search
    3) A figurative search system for trademark applications

(2) Background for Phase 2 Study

Major activities undertaken during Phase 1, and decisions made on the scope of Phase 2 are outlined as follows.

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[6] Classification categories were increased to 45 from 42. Modification of the system is not possible since the source code is not open to the Malaysian side. WIPO also does not have a plan to modify the system. Thus, the system cannot be accommodated to the change.

1) Overall review of the current state of intellectual property rights administration and examination (patent, trademark, design, and geographic indication)

The current systems of intellectual property rights (patent, trademark, design, and geographic indication), and the administration and examination processes were analyzed, and recommendations were made on improvement of the efficiency of IPR administration, and points to be considered in promoting use of IT. The recommendations encompassed the current systems and systems under development.

2) Basic design of a pilot computer system for improvement of efficiency in industrial design rights administration

The industrial design rights administration and examination process was analyzed in detail and a basic design for a computerized system to improve the efficiency was developed. The Malaysian Counterpart requested that the study proceed further, to the development of the pilot computerized system.

3) Basic design of a pilot computerized system for improvement of efficiency in the environment for patent document search

The examiners' workloads relating to patent document search were analyzed, and it was confirmed that those workloads could be reduced significantly if the available international collaboration arrangements for patent examination are exploited. Further, it was pointed out that the storage and use of all the patent documents on hard disks would be costly, and that considerable investment required for storage of the documents on hard disks could come to have been made in vain even in the short-term future, if the international collaborations become available through use of the Web.

Thus, the study team recommended that the future system should be based on Web-based searching, and the Malaysian Counterparts agreed to this. However, since it was observed that the present Web-based search system was very slow and frequently stalled, causing loss of efficiency in examination work, the study team analyzed the problem and identified the need for further network analysis.

At that stage, it was planned to speed up the Internet access to implement online application and search work for patents and trademarks. At the same time, the internal networks were being made subject to an increasing load due to the input of trademark image data. In anticipation of the imminent and drastic changes in the Web-based system environment, the Malaysian Counterparts requested that further network analysis be undertaken in Phase 2, when the changes have subsided.

4) Basic design for improvement of the figurative search system for trademark applications

For the figurative search for trademarks, the IPCM (IPD at the time) originally planned to use the FSS. However, the system could not be adjusted to a change (expansion) in the Vienna classification, and became unavailable. The IPCM finally decided to expand application of its online search system for user service to examiners, and eliminated the development of a new search system that was planned. As a result, there was no request by the Malaysian Counterparts for additional study in Phase 2 on this matter.

1.1.3 Scope of the Phase 2 Study

(1) Scope of the Phase 2 Study

Based on the results of the Phase 1 Study, as described above, the scope of work for the Phase 2 study was agreed as follows:

1) Development of a pilot computerized system for effective administration of industrial design application and registration, and evaluation of effectiveness of the system;
2) Study for upgrading of the patent document search environment through internal and internet traffic analysis;
3) Drafting of recommendations on future planning for further utilization of IT in IPR administration.

(2) Study Contents

Major contents assumed for each study component are as follows:

1) Development of the pilot system and evaluation of its effectiveness / effects
   a) Definition of the pilot system to be developed
   b) Detailed system design
   c) Program development
   d) System introduction test
   e) Preparation of operation manuals for system administrators and system users, jointly with the Malaysian side
   f) Guidance / training using the operation manuals thus prepared
   g) Evaluation of effectiveness / effects of the introduction of the above computerized system

2) Study for upgrading the patent document search environment through internal and internet traffic analysis

a) Study on factors causing deterioration of Internet access for patent document search through internal and internet traffic analysis

b) Recommendations on measures for upgrading the patent document search environment based on the study a) above

3) Recommendations for future planning for further utilization of IT in IPR administration based on the findings through the Study (Phase 1 & 2)

(3) Counterpart Agency

Intellectual Property Corporation of Malaysia (IPCM)

1.2 Outline of the Study Performed

The study was carried out as outlined in the following, including fieldwork on five occasions. The First Fieldwork was implemented for the discussion and agreement on the study plan, preparation for the study and supplementary survey. The Fifth Fieldwork was for the Draft Final Report presentation.

1.2.1 First Fieldwork

The First Fieldwork was performed for one month starting on September 2, 2003, and involved the following:

(1) Presentation of the Inception Report and discussion

Together with presentation of the Inception Report, an implementation plan for the Phase 2 Study was discussed and accepted by the Malaysian Counterpart.

(2) Development work on the pilot computerized system for industrial design administration

1) Preparation of the development environment

Environment for the system development was prepared. Other preparatory works included confirmation of the current system operation status and availability of necessary physical space, preparatory arrangement of procuring equipments to be used for the system development, and preparation for selection of local program development company to contract out a part of the program development.

2) Final confirmation of the basic design

The scope of system development was finalized with the Malaysian Counterpart, confirming the basic design.

3) Development of specifications for the prototype system

Specifications for the system to be developed for the pilot system were discussed and finalized with the Malaysian Counterpart.

4) Supplementary survey for detailed design of the system

The information required for the detailed design was collected. The coding system was discussed and finalized.

1.2.2 First Home-office Work in Japan

The following development work was carried out for the pilot computerized administration system of industrial design.

1) Prototype development

Based on the specifications developed and discussed during the First Fieldwork, a draft prototype for the pilot system was developed.

2) Design of user interface

The user interface which has been discussed with the Malaysian Counterpart during the First Fieldwork was designed in detail. The final user interface design was presented to the Counterpart for confirmation in the middle of December 2003.

3) Detailed design of the pilot system

Detailed design of the pilot system was completed and compiled as detailed design documents.

1.2.3 Second Fieldwork

Starting from January 7, 2003, the following work was carried out during a period of around one month.

(1) Development work on the pilot computerized system for industrial design administration

1) Confirmation of final specifications of the user interface
2) Periodical meetings with the Malaysian Counterpart to exchange views on system design, and implementation of the system design
3) Preparation of the space for equipment for the system development
4) Demonstrations of the prototype to promote understanding by the Counterpart
5) Start of program development

(2) Survey on change in organizational setup, staffing, and administrative process of IPCM after corporatization

(3) Preparation of Progress Report (1)

Progress Report (1) was prepared and submitted to account for the progress and current status of the study.

1.2.4 Second Home-office Work in Japan

The following development work was carried out for the pilot computerized administration system of industrial design.

1) Proceeding of the program development

Based on the system's detailed design, program development was continued.

2) Preparation of test plan

The test plan was prepared comprising a linkage test and system test for confirmation by the Counterpart.

3) Preparation of Interim Report

The Interim Report was prepared and submitted to the Counterpart, to report all the results of the study to date.

1.2.5 Third Fieldwork

The Third Fieldwork was conducted for around two months starting from July 1, 2004, and comprised the following work:

(1) Development work on the pilot computerized system for industrial design administration

1) Continuation of program development

Work begun during the Second Fieldwork and the Second Home-office Work on program development was continued.

2) Finalization of the test plan

3) Implementation of the integration test

Based on the test plan prepared and confirmed in 2) above, the integration test was commenced.

(2) Network analysis

Data were collected for analysis of the transaction load of the internal network of IPCM, and Internet lines accessibility.

1.2.6 Third Home-office Work in Japan

(1) Development work on the pilot computerized system for industrial design administration
   1) Continued integration test
   2) Preparation of operation test plan
   3) Preparation of operation manual

(2) Compilation of a study report on the network analysis
   A study report was prepared on the basis of the network analysis.

1.2.7 Fourth Fieldwork

The following work was carried out during a period of two months from September 21, 2004.

(1) Development work on the pilot computerized system for industrial design administration
   1) Continuation of program development, and implementation of the integration test and system test
      The program development work was continued from what had been accomplished during the Third Home-Office Work. The integration test was carried out according to the test plan. The system test was conducted simultaneously.
   2) Presentation of the operation manual and data entry manual
      The operation manual and data entry manual were presented to the Malaysian Counterpart, and the Malaysian Counterpart started preparatory work for the system transfer.
   3) Preparation of operation manual and implementation of operation training
      Operation training was carried out for the users.

(2) Confirmation of the results of the network analysis study
   The results of the network analysis were confirmed by the Malaysian Counterpart.

(3) Study on the possibility of further improvement of the IP administration through use of IT
   The draft recommendation for further improvement of the IP administration through use of IT was presented to the Malaysian Counterpart for discussion of its validity.

(4) Preparation of Progress Report (2)

Progress Report (2) was prepared and submitted to record the progress and current status of the study.

1.2.8 Fourth Home-office Work in Japan

(1) Development work on the pilot computerized system for industrial design administration

1) Continuation of program development

The program development was continued mainly for modification of the linkage among the components, and debugging. The development work was completed by the middle of November.

2) Implementation of the system test

A system test was conducted for all the processes, and the completion of program development was confirmed.

3) Implementation of the operation test

The operation test was carried out by the IPCM.

4) Data migration

IPCM started the migration of data to the pilot system from the current paper- based system.

(2) Preparation of Draft Final Report

Draft Final Report was prepared, compiling all the study results.

1.2.9 Fifth Fieldwork

The Fifth Fieldwork was scheduled for 12 days starting from January 4, 2005, with following tasks:

(1) Development of the pilot computerized system for industrial design administration

1) Follow-up training for system operation before the system transfer

2) Transfer of the system to the Malaysian Counterpart

(2) Presentation and discussion of the Draft Final Report

1.2.10 Fifth Home-office Work

Final Report was prepared and submitted to JICA, reflecting the comments of the Malaysian Counterparts on the Draft Final Report.

1.3 Organization of the Final Report

The final report covers all the aspects of the present study, including the content of the progress reports, and of the Interim Report prepared and submitted throughout the study.

The report consists of two volumes: "Summary" and "Main Report".

The "Main Report" consists of four parts: "Part 1: Outline of the Study and Organization of the Report", "Part 2: Development of a Pilot Computerized System for Administration of Industrial Design, and Assessment of its Effectiveness", "Part 3: Network Analysis for Improvement of the Patent Document Search Environment", and "Part 4: Recommendation for Further Improvement of Intellectual Property Administration through Utilization of IT".

"Part 1: Outline of the Study and Organization of the Report" describes the objective, scope and outlines the implementation of the Study. "Part 2: Development of a Pilot Computerized System for Administration of Industrial Design, and Assessment of its Effectiveness" describes the contents and the expected effects of the pilot system, which was developed in order to improve the efficiency and quality of industrial design administration. "Part 3: Network Analysis for Improvement of the Patent Document Search Environment" analyzes the transaction capacity of the internal lines of IPCM and the Internet access line, and assesses the line capacity in view of the future administrative requirement of IPCM. Finally, "Part 4: Recommendation for Further Improvement of Intellectual Property Administration through Utilization of IT" recommends the possibility of use of IT for further improvement of IP administration, reviewing the whole process of administration and user services.

Part 2: Development of a Pilot Computerized System for Administration of Industrial Design, and Assessment of its Effectiveness

2 Development of a Pilot Computerized System for Administration of Industrial Design, and Assessment of its Effectiveness

2.1 Background and Objectives

Among the industrial property administration systems of IPCM, those for patents and trademarks are computerized using Common Software (CS), and the data has been stored in the database of CS. The administration of industrial design, however, has totally depended on paper documents and manual work.

In recent years, the number of applications has been growing rapidly, accompanied by a significant increase in the number of registrations, with the result that there is increasing demand for computerization of the administration system in order to improve work efficiency. In particular, registration of an industrial design requires the formality examination, in which an application is compared with earlier filed applications in Malaysia to confirm novelty[1]. This task is performed by searching similar prior applications, presenting problems in the form of reduced work efficiency and the risk of search inaccuracy.

Also, the persons and organizations originating applications are expecting development of a computerized search system accessible to the public, to be used for examination of the prior applications before their application.

The present study is to develop a pilot computerized administration system including a search function for industrial designs, to meet the above needs.

Regarding the need for improved efficiency, IPCM plans to first streamline its basic administration process by means of computerization. Then, it will extend the system to meet the needs for on-line filing and on-line search, which are being planned for the patent and trademark administration.

Against the above background, Phase 1 of the study analyzed the administrative process of the industrial design in detail, and carried out the basic design for the computerization. In Phase 2 of the study, a pilot administration system was developed based on the basic design, and the effectiveness of the system was studied.

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[1] The Malaysia Industrial Design Act does not require a substantive examination. However, in actuality, an examination of substantive factor of novelty over the earlier applications is carried out.

2.2 Concept for the System Development and the Basic Policy of the Design

2.2.1 Scope of the Services of the System

Figure 2-1 shows the outline of the system prepared according to the basic design in Phase 1.

The Industrial Design Administration System is composed of the following sub-systems.

Sub-System	Outline of Functions
1) Basic Industrial Design Registration System	This system is the essential component of the Industrial Design Administration System and manages all the applications and designs by warehousing the data and their legal status. The system includes functions of data entry operation, image data entry operation, examination operation, registration operation, and operation after registration.
2) Payment Management System	This system calculates fees and manages cash and checks.
3) Search System	This system provides functionalities for searching data or image data stored in the database server by identifying some conditions on the data items of the database table. For the visiting applicants or agents, condition keys and items to be displayed are limited.
4) Document Filing System	This system captures the image of received documents and stores it in the file server. The document image can be retrieved on a PC. Using this system, it is almost unnecessary to use paper documents.
5) Management Support System	This system provides "To Do List" for every operator, and monthly and yearly statistical reports on the progress of the application management for managers.
6) Maintenance System	This system provides functions to maintain the tables in the databases for the system administration staff.

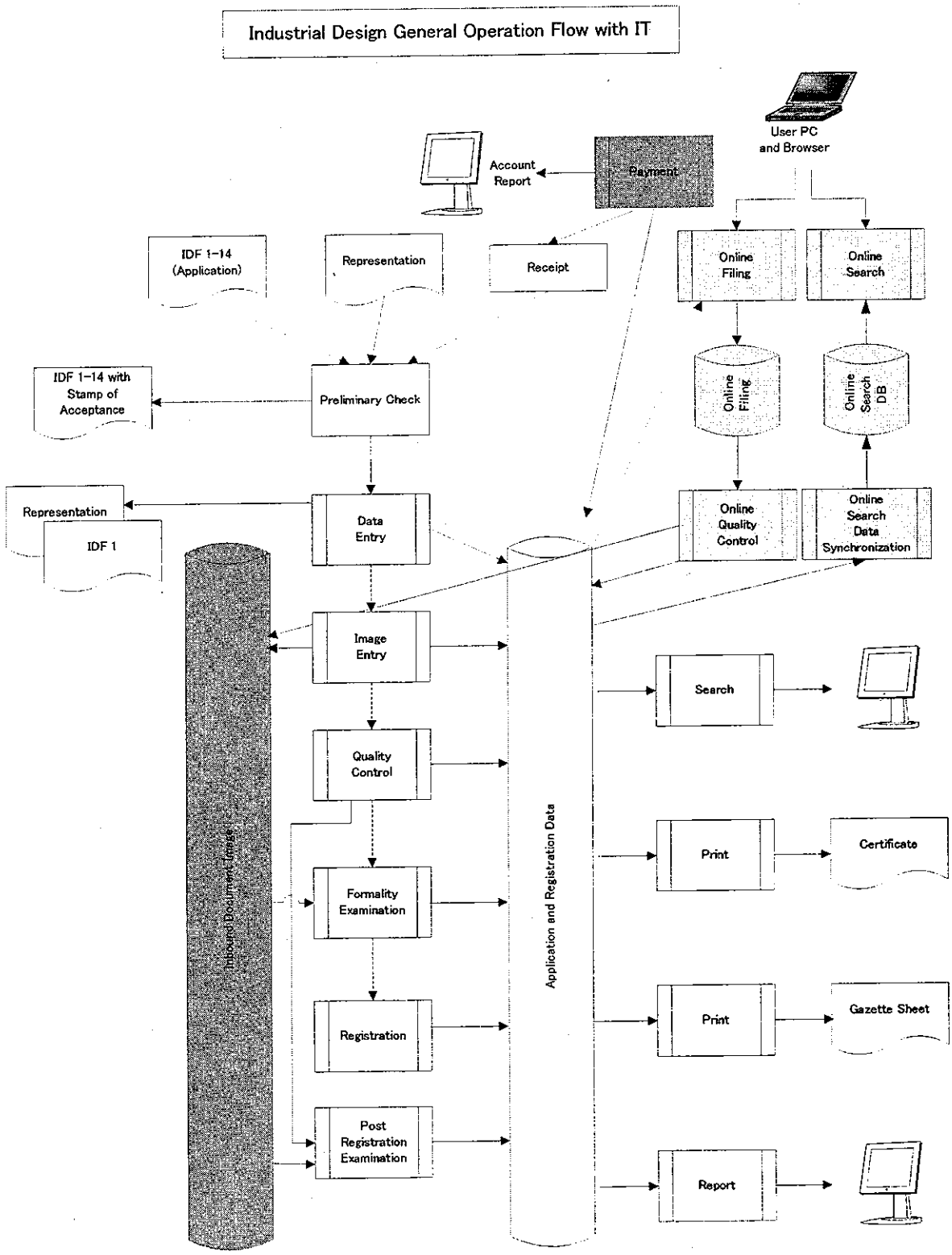


Figure 2-1 Outline of the System Functions

The Online Filing System and the Online Search System will make up the Industrial Design Administration System in the future, but they are not included in the scope of this basic design.

Sub-System	Outline of Functions
1) Online Filing System	This system receives application data directly from an applicant or agent via the Internet and exports it to the Industrial Design database.
2) Online Search System	This system provides the same search functions via the Internet without visiting IPD.

2.2.2 Development Concept

The system aims to improve the efficiency of the administrative procedures for industrial designs. Among the fundamental administrative procedures and the services for users, the scope of the computerized system covers all the items, which will be improved by computer use.

The following conditions were presumed in the system design:

(1) System based on the actual operation

The system developed is based on the current operations. The system developed, therefore, includes a search tool to be used for examination on novelty, which has been performed in the process of formality examination, to find out if there are the same or similar designs among the prior filings and the registered designs.

(2) Consideration on operational size

The system is assumed to be operated by the current number of staffs and examiners (around 10 persons) even with an increase in the number of applications in the future. Following are assumed in the computerized system, and operation after introduction of the system:

- Establishing the data entry group by reallocation of the current front line staff
- Document processing by the current typing staff
- Computerized search tools for examiners
- Automated gazette printing

(3) Consideration of the relationship between the Online Filing and Online Search Systems being planned

Online filing and search systems, which are similar to those being planned for patents and trademarks, are excluded from this system. This is to avoid the difficulty of defining the cause of problems, which might occur either in the online system or this system. If the online system is included before the operation of the system is commenced, the problem area will become difficult to define.

Rather, we recommend studying the concept of the online system, after starting the full-scale operation of the base administration system, and solving all the possible problems of the system.

2.2.3 Policies for Basic Design

The basic design of the Pilot Administration System of Industrial Designs is based on the following policies.

(1) Flexibility for change in the environment

Since the administration system of industrial designs in Malaysia was enacted in 1996 and came into force on September 1, 1999, and has passed for experience covering all cases and internal operation rules of IPCM to be accumulated, the system is expected to be revised in the future, based on the actual practices. Moreover the standardization of formats and procedures are still subject to change under the influence of international activities and international cooperation among IP offices. Such changes in the international scene may affect the operation rules of individual countries. Thus, the present computerized system was designed to be flexible enough to for easy adjustment to the changed environment, through the following policies:

1) The system is composed of modules, which allow changes of sub-systems without affecting other sub-systems, and the maintenance of software or upgrades can be conducted without complex programming.
2) To comply with minor changes of regulations or operation rules, the system can be adjusted by merely changing some parameters.
3) The system can be adjusted easily to accommodate changes of the internal classification code, such as increase in classifications and usage of sub-classes, etc.

(2) Modification of the administration procedures in view of efficiency improvement

Within a certain range, which complies with the Act and Regulations, some administration processes were modified, but modified so as to ensure that the

modification contributes to efficient administration. Such modification includes the following:

- Replacement of the paper Register Book, as defined in the Act, by the electronic Register, or database.
- Modification of descriptions, which appear on the application forms of IDF 1-14.
- Establishment of new organizations to store the scanned representations and documents and to control quality of entered data.

(3) Operational compatibility with the current system for patents and trademarks

Considering the end users' (or operators') convenience, the system was designed to ensure operational compatibility with the current system for patents and trademarks. The conformity of database was also maintained with them.

2.3 Details of the System

2.3.1 Details of Administrative Process in the System

(1) Outline of the administration process

The administration process is divided into three stages, i.e. data entry, examination and post registration.

There are 14 formal sheets of paper applications and requests. Those document formats are prescribed by the regulation as ID Forms 1 through 14. ID Forms 11 and 12 are related to registration of agents, while other forms are used in connection with the submitted ID Form 1, the form for filing an application.

IDFs 1 to 14 have administrative procedures peculiar to each form.

All the documents are scanned to image files and stored in the file server, while essential information is keyed in as data and stored in the database. Using these files and data, all the administration process of industrial designs are carried out without any original paper documents.

(A list of the documents generated by the system and specifications of the layout of each documents are shown in Annexes (3) and (4).)

(2) Outline of each administrative process

The industrial design administration system covers all the procedures in the process, starting from receiving of an application, registration, extension of the period of registration, and up to expiration of the registration.

1) Process from Receiving an Application for Registration Publication
   1. Receiving an application for registration, related documents, and fees, and issuing a receipt
   2. Entry of Data
   3. Formality Examination
   4. Novelty Examination
   5. Request for Extension of Time (IDF 13)
   6. Registration
   7. Preparation for Gazette

2) After a registered design is published in the Gazette, the following processes may occur
   1. Receipt of an application for extension of the period of registration (IDF 2)
   2. Receipt of a request to restore a registered industrial design (IDF 3)
   3. Receipt of a notice of opposition to the restoration of an industrial design (IDF 4)
   4. Receipt of an application to record the assignment, transmission or other operation of law to a registered industrial design or application for registration of an industrial design (IDF 5)
   5. Receipt of an application for amendment of the Register or request for revocation of registration (IDF 6)
   6. Submission of a copy of an application to Court (IDF 7)
   7. Receipt of a notice of order of Court for rectification of the Register (IDF 8)

3) The following processes may occur during examination and after registration
   1. Receipt of a request for amendment of an application for registration of an industrial design or a registered industrial design (IDF 9)
   2. Receipt of a request for certified or uncertified copies of or extracts from entries, documents, etc. (IDF 14)

4) The following two processes are related to agent registration
   1. Application for registration as an Industrial Design Agent (IDF 11)
   2. Application for extension of registration as an Industrial Design Agent (IDF 12)

(3) Status management of application for registration

After an application is filed in the administration system, the application is controlled by two indicators, Status and Holder. A Holder is a person who is in charge of a document at a certain time. A Status indicates what action has taken to the application.

Generally, a Status changes from "received application" to "examining", "registered", and "published".

(Details of the status management are described in Annex (1).)

(4) Operations in each process

The system controls the procedures defined for receiving various forms including applications. The system defines the procedures by IDF as follows:

1) Application for registration of an Industrial Design (IDF 1)

When an application for registration of an Industrial Design is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Quality Control
4. Formality Examination
5. Novelty Examination
6. Certificate
7. Appeal
8. Publication

2) Application for extension of the period of registration (IDF 2)

When an application for extension of the period of registration is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Formality Check
4. Issuing Certificate
5. Publication

3) Request to restore a registered industrial design (IDF 3)

When a request to restore a registered industrial design is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Request
2. Data Entry
3. Publication

4) Notice of opposition to the registration of an industrial design (IDF 4)

When a notice of opposition to the registration of an industrial design is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Opposition Examination

5) Application to record the assignment, transmission or other operation of law to a registered industrial design or application for registration of an industrial design (IDF 5)

When an application to record the assignment or transmission is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Examination of Assignment or Transmission
4. Confirmation
5. Publication

6) Application for rectification of the Register or request for revocation of registration (IDF 6)

When an application for rectification or request for revocation is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Examination of Rectification or Revocation
4. Publication

7) Submission of a copy of an application to Court (IDF 7)

When a submission of a copy of an application to Court is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Confirmation

8) Notice of order of Court for rectification of the Register (IDF 8)

When a notice of order of Court for rectification of the Register is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Registration
4. Publication

9) Request for amendment of an application for registration of an industrial design or a registered industrial design (IDF 9)

When a request for amendment of an application for registration of an industrial design or a registered industrial design is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Quality Control
4. Examination of amendment
5. Publication

10) Appointment or change of agent and change of address for service (IDF 10)

When an appointment or change of agent and change of address for service is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Confirmation of agent change

11) Application for registration as an Industrial Design Agent (IDF 11)

When an application for registration as an Industrial Design Agent for service is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Formality Check
3. Data Entry
4. Certificate

12) Application for extension of registration as an Industrial Design Agent (IDF 12)

When an application for extension of registration as an Industrial Design Agent is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Formality Check
3. Data Entry
4. Certificate

13) Request for extension of time (IDF 13)

When a request for extension of time is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Data Entry
3. Formality Check
4. Confirmation

14) Request for certified or uncertified copies of or extracts from entries, documents, etc. (IDF 14)

When a request for certified or uncertified copies is received at the counter or by mail, the system assumes the following standard operations:

1. Receive Application
2. Issuing of Certificates

(The details of the processes described above are shown in Annex (2).)

2.3.2 Control Structure of the System

The control structure (see text box below) is comprised of the following four elements: 1) components commonly used for all the administrative processes (core elements); 2) components used in more than one administrative processes (common component library); 3) components used in a specific process only (specific component library); and 4) data defining components to be used in respective administrative procedures.

The above structure was adopted to enable the system to have the following capabilities:

1. When Malaysia desires to add a new administration process or change application procedures in the operation process, it can be accomplished by merely adding or changing an appropriate library and by changing the definition data, but without changing the system's core element, i.e., expandability.
2. The system can be easily applied to administrative procedure of other IPRs by changing the library elements and/or definition data, i.e., versatility.

Control structure

1) Components commonly used for all the administration procedures (core module)

Before a task is performed by the system, the system will check if the operator may perform the task, and whether the application file is in a state that allows performance of the task, etc.

Once the series of checks are completed, the system will perform data updating, display output and other tasks, on the basis of data input. This control module can be jointly used in all the procedures.

2) Components used in more than one procedure (common library)

Components that can be used in more than one procedure, such as printing process of a certificate and an approval process, etc., will be stored in this library, and used by the respective procedures when necessary.

3) Components used in a specific procedure only (specific component library)

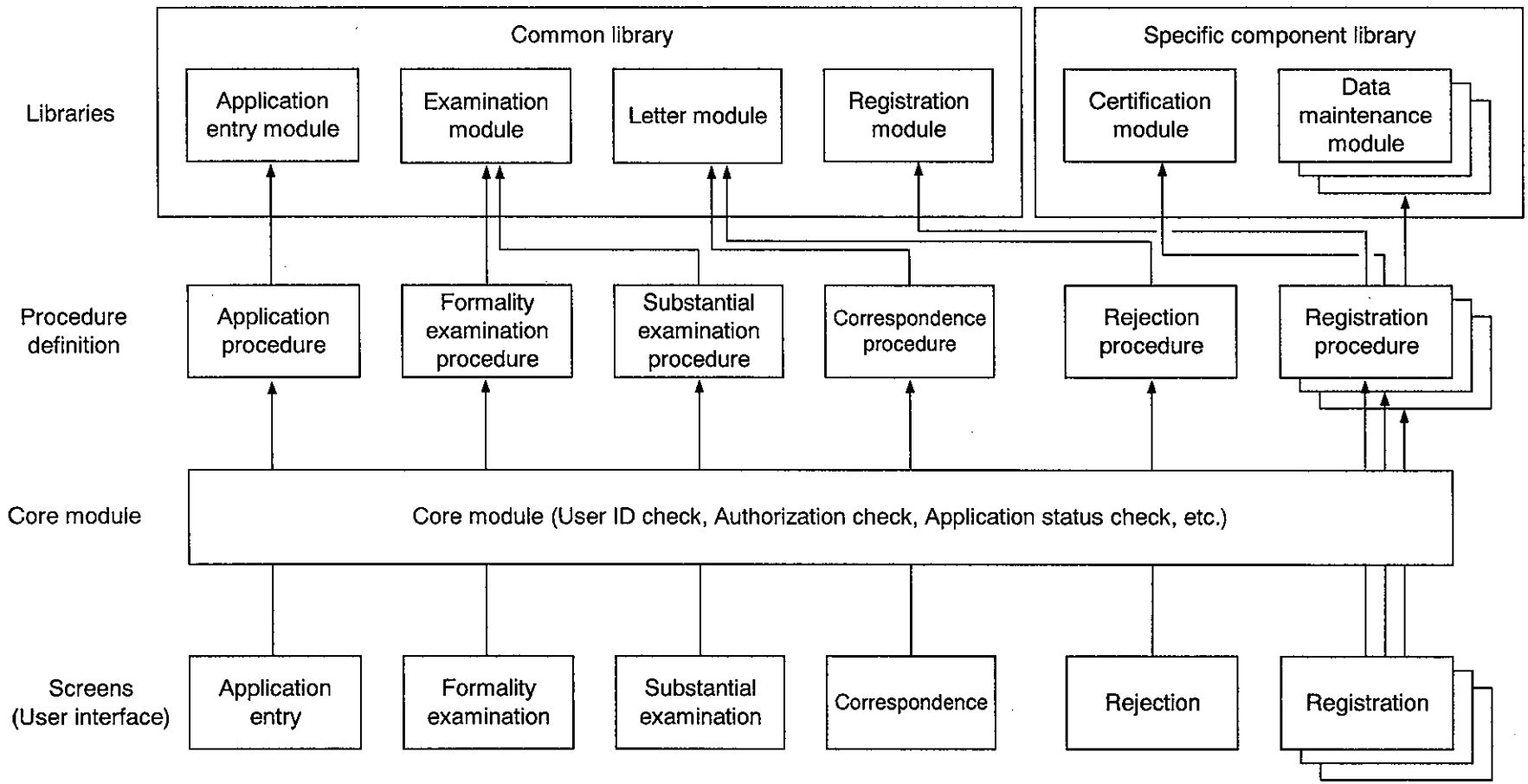
The components used only in a specific procedure are the same as those used in more than one procedure, in terms of program structure. These components are also stored in a library. However, they will be used only in a specific procedure.

4) Procedure definition

The data defining procedures are created for each procedure, and contain the library name to be used for the respective procedures, parameters to access to the library, and other data to the procedure inherent. A processing task is determined on the basis of these data and the data to be input by the user. Use of such definition data facilitates addition of new procedures and libraries.

The application control structure is shown in Figure 2-2 on the next page.
(For details of each component, see Annex (6).)

Figure 2-2 Architecture of Program Module Control



2.3.3 Requirements for the System

The system meets the following requirements:

(1) Language

The item names which appear on the screen are based on the English language only. But the data, which are entered from a keyboard, can be in Bahasa Malaysia.

For the availability of multi-languages, the system uses the Unicode system.

(2) Registration Numbers

The system handles the registration number in the format of "MY9999-99999-99". 4 digits (year) + 5 digits (serial number) + 2 digits (serial number of design in the same application). For migration data of extended UK registrations, the form "UK(E)99/9999" is applied.

(3) Document Size

The pilot system reads the scanned images and displays them on the screen. The pilot system assumes that the documents are in A4 size.

(4) Management of Applications for Industrial Design

The system provides the functions for maintenance of application data, maintenance of registered data, management of legal and operational status of applications, management of applications or requests other than IDF 1, and recording of communication

a) Management of Applications for Registration

The system keeps and manages all the necessary data of application in the database, and the data can be retrieved when necessary.

b) Maintenance of Registrations

The system handles the registration of assignment of rights of owners.

c) Management of Status

The system manages the legal status of the filed applications (status of rights of applicants) and it clearly shows its status anytime.

d) Management of Other Documents than Application for Registration

The system electronically manages other documents which are received after filing of applications.

e) Management of Corresponding Documents

The system manages the corresponding documents exchanged between examiners and applicants. It also provides the function to register templates of frequently used letters and generate letters easily.

(5) Search for Examiners

The system provides search functions to retrieve stored designs by indicating Locarno Classification, name of articles, range of filing date, range of registered date, applicant name, country of applicant, priority country, agent name or a combination of these.

(6) Search by Members of the Public

The system provides search functions to retrieve stored designs by indicating Locarno Classification, name of articles, range of filing date, range of registered date, and combination of these.

(7) Gazette

By means of an instruction by the operator, the system generates a Gazette sheet file in "Word format" if the application is granted.

(8) Certificates

By means of an instruction by the operator, the system generates a certificate file in "Word format" if the application is granted.

(9) Diary

The system provides a To-Do-List for each examiner or operator.

(10) Management of Application for Agent

The system provides the function of registration of agents.

(11) Statistic Reporting

The system provides monthly and yearly statistic reports.

(12) Registration of Frequent Used Letters

The templates of frequently used letters can be registered and can be retrieved when an examiner needs to make an outbound letter.

(13) Access Control

The system provides a table to register the holder name or group. The named operator or operators in the named group can access the application data and process it if he is authorized to do.

(14) Registration of Users

The system provides the function of registering a user, ID, password, and the groups which he belongs to.

(15) Conformity with Existing Database

The system maintains conformity with the Informix used in the system for patents and trademarks. Although the system adopts the SQL Server of Microsoft as the database software, it can import data from the Informix database through standard database format.

(16) Existing Infrastructure

a) The existing LAN is used for the system. The LAN segment is applied to the system to avoid unauthorized access to the system.

b) 10 PCs each with a 17-inch display are used to fulfill the requirement or examination and for display of document image.

(17) Migration of Existing Data

Migration functions to register designs granted are provided. The workload of the data entry of the migration is performed by the IPCM.

(18) Payment Management

The system will provide functions to calculate fees and print receipts. The accounting function is out of the scope of the pilot system.

(19) Document Management

The system provides for storing received documents as image data and to retrieve and display on PCs.

(20) Capability for Minor Changes

The architecture of the software provides flexibility to adjust to the necessary changes. The processing software is composed of core functions, library parts, and procedure lists. Minor changes can be done by changing the procedure lists. The other changes can be made by modification of the library parts.

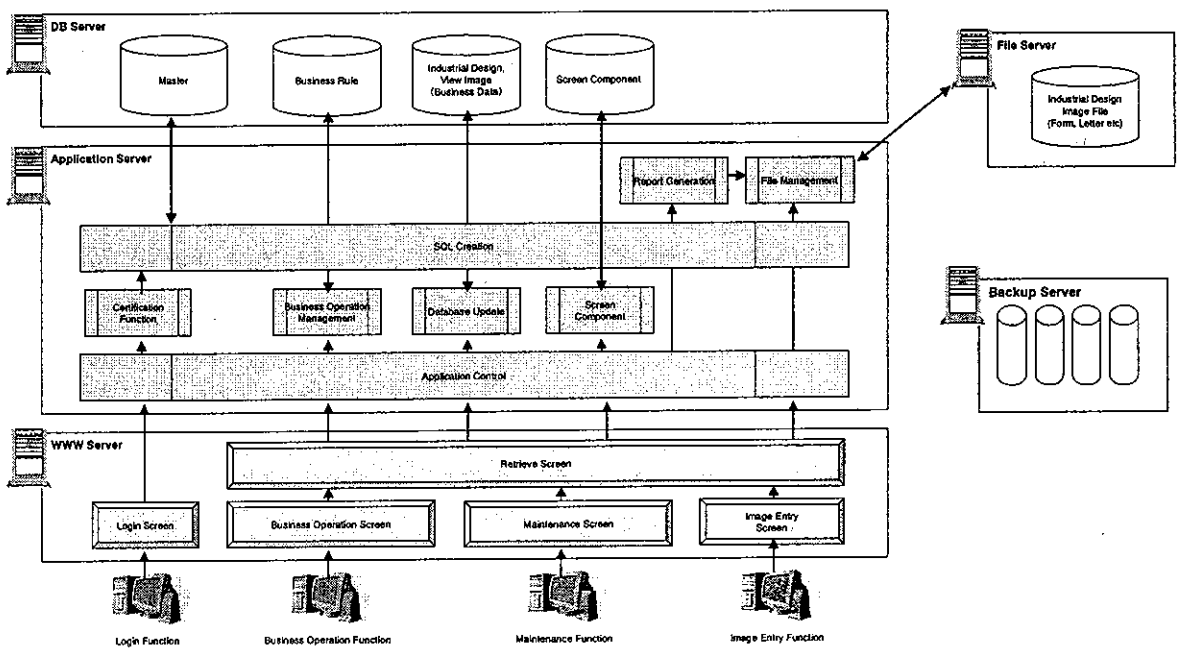
(21) Capability to Connect to Online Filing and Online Search System

The architecture permits connection to the Online Filing and Online Search System. The database structure and status management system allow adding functions to receive data in files, and register them temporarily.

2.3.4 Structure of Hardware

The pilot system is composed of six types of hardware, (1) WWW server, (2) application server, (3) DB server, (4) file server, (5) backup server, and (6) PCs (client terminals). The architecture of the system is shown in Figure 2-3.

Figure 2-3 System Architecture



The system completely separated the function of user interface and business logic so as to be able to change them independently. The WWW server controls the user interface only, while its components to be used to form the screen designs are stored in the DB server to keep the integrity.

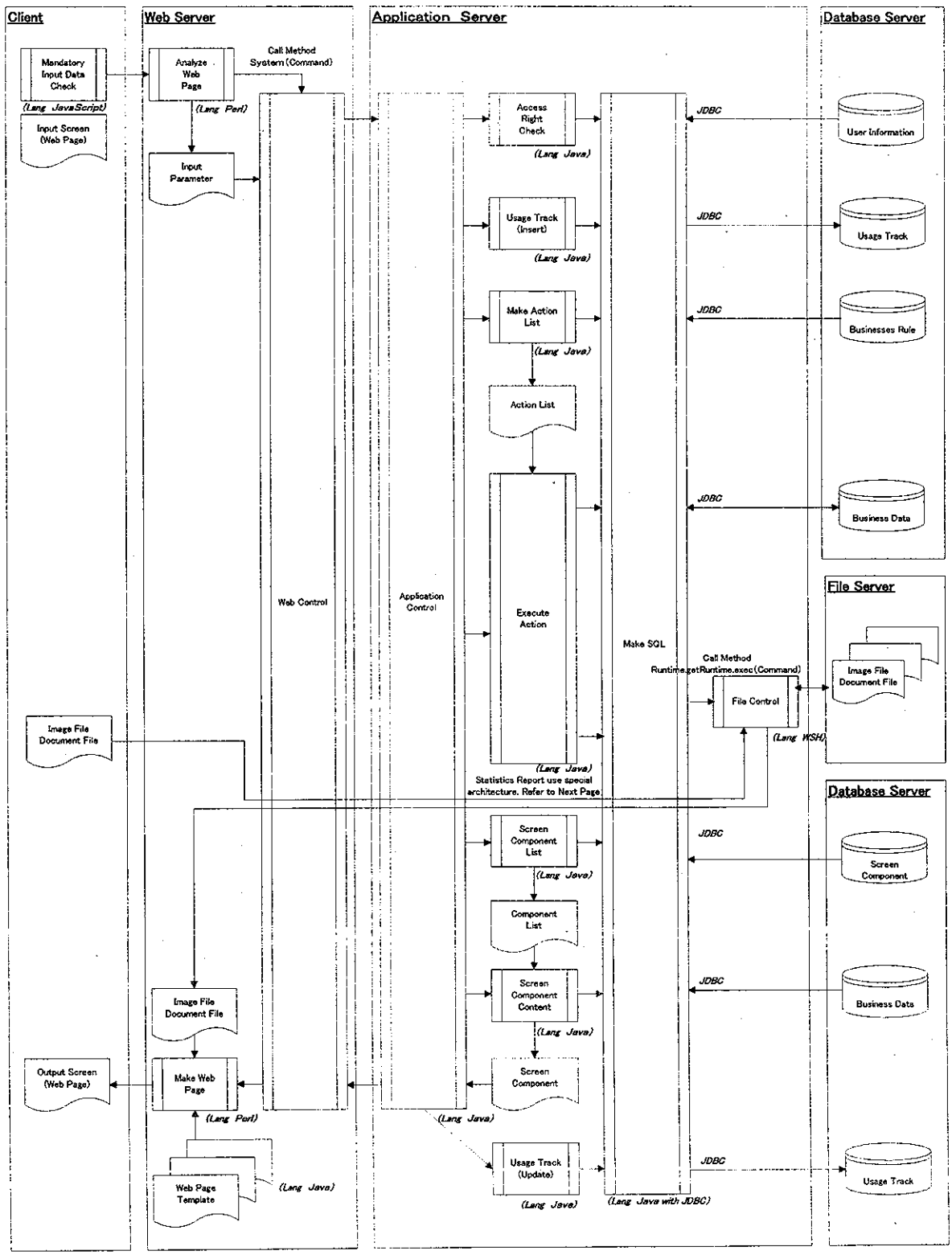
The business logic is controlled by the application server. Changed data are stored and managed in the DB server and can be retrieved when required.

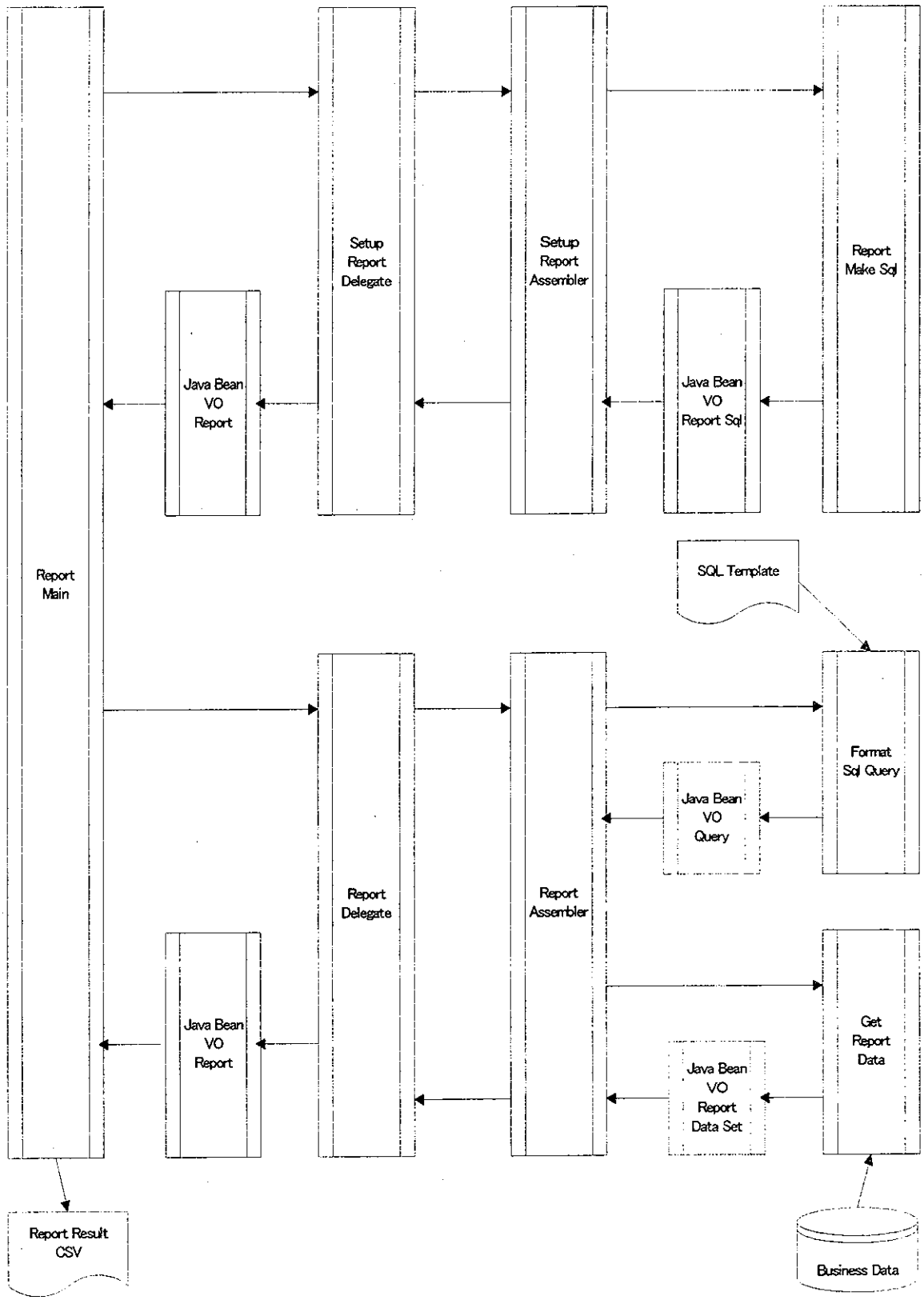
The DB server manages not only the data on applications for registration and the data on their examinations status, but also the data for structure of business procedures, user IDs, access rights, and components of screen for the WWW server.

The file server keeps the scanned image data of applications and documents received.

The backup server has the function of working as a replacement of one of the servers when it fails, in addition to its data backup function. The backup server includes all the necessary software including the database package. The most recent data, which is backed-up on the previous business day, must be installed to the backup server before it works.

Figure2-4 Application Programs Architecture




Report Main
Setup Report Delegate
Setup Report Assembler
Report Make Sql
Java Bean VO Report
Java Bean VO Report Sql
SQL Template
Format Sql Query
Java Bean VO Query
Report Delegate
Report Assembler
Get Report Data
Java Bean VO Report
Java Bean VO Report Data Set
Report Result CSV
Business Data

The architecture of the application program is shown in Figure 2-4.
(Procedures of data backing up and restoring are described in Annex (5).)

Figure 2-5 shows the configuration of hardware. Table 2-1 shows the specifications of servers and other hardware, and the components of software with capacity.

Figure 2-5 Configuration of Hardware

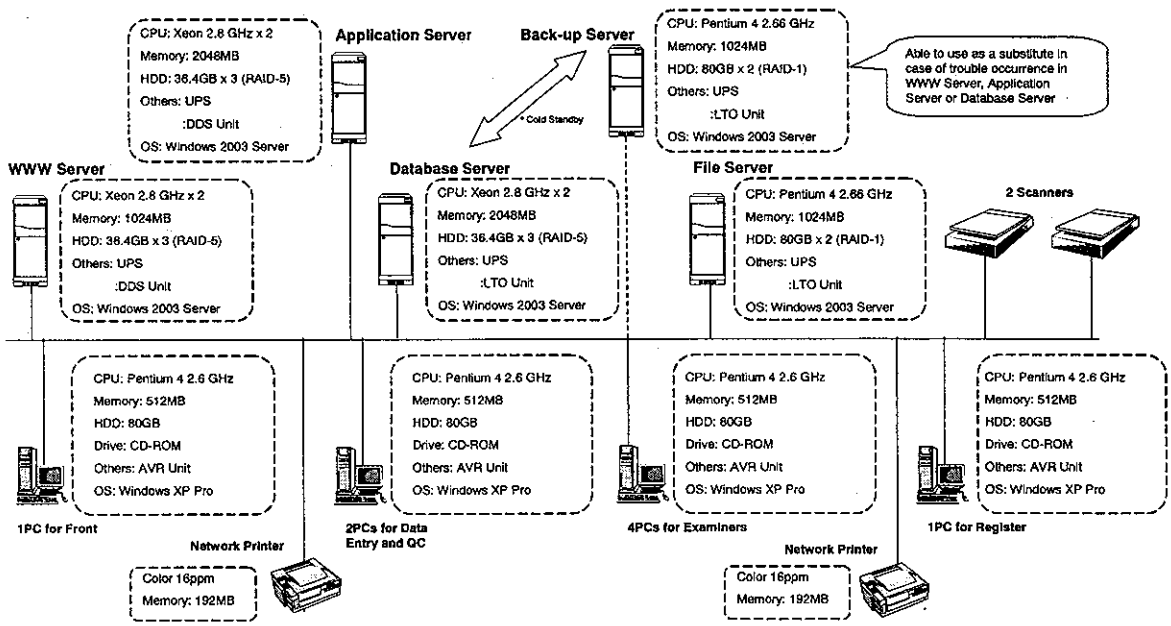


Table 2-1 Configuration of Major Hardware and its Specification

1. WWW Server
Hardware Configuration
CPU - Xeon 2.8GHz × 2 (dual CPU)
Memory - 1,024MB(Max. 8GB)
Size of HDD - 36.4GB × 3 (RAID5)
Power module - dual structure
Others - UPS installed
Backup system (DDS unit)
17' LCD
Software Configuration
OS - Windows 2003 Server
PP - Interstage Application Server Web-J Edition V5.0L20
PowerChute plus
ARCserve 2000

2. Application Server
Hardware Configuration
CPU - Xeon 2.8GHz × 2 (dual CPU)
Memory - 2,048MB(Max. 8GB)
Size of HDD - 36.4GB × 3 (RAID5)
Power module - dual structure
Others - UPS installed
Backup system (DDS unit)
17' LCD
Software Configuration
OS - Windows 2003 Server
PP - Interstage Application Server Web-J Edition V5.0L20
PowerChute plus
ARCserve 2000
Office 2003 Professional

3. DB Server
Hardware Configuration
CPU - Xeon 2.8GHz × 2 (dual CPU)
Memory - 2,048MB(Max. 8GB)
Size of HDD - 36.4GB × 3 (RAID5)
Power module - dual structure
Others - UPS installed
Backup system (LTO unit)
17' LCD
Software Configuration
OS - Windows 2003 Server
PP - SQL 2000 Server
PowerChute plus
ARCserve 2000

4. File Server
Hardware Configuration
CPU - Pentium4 2.66GHz
Memory - 1,024MB(Max. 1.5GB)
Size of HDD - 80GB × 2 (RAID1)
Others - UPS installed
Backup system (LTO unit)
17' LCD
Software Configuration
OS - Windows2003 Server
SQL2000 Server
PowerChute plus
ARCserve 2000
Office 2003 Professional

5. Backup Server
Hardware Configuration
CPU - Pentium4 2.66GHz
Memory - 1,024MB(Max. 1.5GB)
Size of HDD - 80GB × 2 (RAID1)
Others - UPS installed
Backup system (LTO unit)
17' LCD
Software Configuration
OS - Windows2003 Server
PP - Interstage Application Server
Web-J Edition V5.0L20
SQL2000 Server
PowerChute plus
ARCserve 2000
Office 2003 Professional

6. Client Terminals
Hardware Configuration
CPU - Pentium4 2.6GHz
Memory - 512MB(Max. 1GB)
Size of HDD - 80GB
17' LCD
AVR equipped
Software Configuration
OS - Windows XP Professional
PP - Office 2003 Professional
Interstage Apworks V5.0

7. Color laser printer
Hardware Configuration
Printing method - Laser and electronic photo processing
Memory - 192MB(Max. 256MB)
Printing speed - color 16 pages/m.
monochrome 35 pages/m.
Resolution - 1,200dpi

8. Others
- Switching Hub - 24 ports
- 100Mbps Lan Cable - 16

Software Components

The software packages to operate the hardware consist of the following:

- Interstage Application Server Web-J Edition V5.0L20
- SQL2000 Server
- Office 2003 Professional
- BrightStor ARCserve 2000
- PowerChute(R) plus v5.2.3.2J
- Virus Software for client terminals
- Virus Software for client servers

2.4 Assessment of Effects of the Pilot Computerized System

2.4.1 Overview

Since the number of applications in a year is still as low as around 700, and the industrial design registration system has been effective only for a few years, all the administrative processes and documentation from receiving applications, to examination and registration have been performed manually. Word processors are used only for making certificates of registration and certain other documents, and the printed forms have been used for the rest of the documentation with written markings made manually on the forms. This is because of the fact that most of the formats are already fixed. The use of printed forms has contributed to reduction of the typing work load.

Under such conditions, introduction of the computerized system will not reduce the work load significantly, because of the facts that:

1. The total volume of the work load is small, and number of clerks and examiners are assigned at the minimum required level. If the number of clerks and examiners is reduced further, the checking system in the administrative procedure will be affected adversely. Therefore, even if the work load becomes less, the current number of assignment of clerks and examiners must be maintained.
2. The reduction of examiners' work load will also be insignificant. Since the substantive examination is not applied to industrial designs in Malaysia, the current work load of the examiners are not so heavy as in the case of patent examination.

Rather, the effects of the computerized system can be expected in the following areas:

(1) Improvement of accuracy of examination

In the case of the examination of industrial designs, formality examinations and other checks as required by the Act is conducted by one examiner. The other checks are for the following, among others:

- Determination that the design is new and is not similar to a prior-filed design.
- Determination that the design meets the Registrable definition, and the following are not applicable:
  - ✧ A method or principle of construction,
  - ✧ Features are solely dictated by the function of the article (must fit),
  - ✧ Features are dependent upon the appearance of another article (must match).
- The design is not against the public order or morality.
- The design does not contain the national emblems, and so on.

The search at the examination is not efficient enough, since the examination for similarity is performed by manually searching the files of representations as classified by the Locarno method.

Introduction of a computerized system will contribute significantly to improvement of efficiency and accuracy of the searching, as a result, to examination, since the system enhances the visibility and helps ensure that existence of similar designs is not overlooked, by displaying 18 designs, which have the same Locarno classification, on the screen at the same time in the form of thumbnail images.

(2) Management of registered industrial designs in an organized manner

The current Register is separated into three types of Registers, namely, Filing Register, Registration Register, and Extension Register, for which a supporting staff register and an examiner signs for confirmation. When a registrable event happens, the event is registered in one of the Registers in question, in sequence. Retrieval of all the historical registrations by application is very hard to make. Examiners have to get all the dossiers in which historical notes of the target application are listed, to know all the histories of the application. Since the Registers do not contain the list of information, it does not provide any index to the target registration. Currently examiners depend on their memories for finding them.

Since the industrial design registration system was enacted just a few years ago, the number of cases of filing and registration is still small, around 1,500. However, if the number increases, with accumulation year by year, indexing tools, which can improve access to the cases, will be indispensable for examiners.

The pilot system keeps all the items in application for registration (IDF1) and important items of rest of the forms in the database. This information can be retrieved by using the search function. In the case of data which the search function provided by the System cannot access, they can be directly searched with the database using SQL.

(3) Improvement of convenience of applicants

When agents or applicants want to make research on the filed designs, they have to use the files, which contains representations according to the Locarno classification, together with the index cards containing bibliographic items, in the library room of IPCM. All the views of registered designs are filed in sequence of registration date in the separate file according to the Locarno classification. Each view contains the registration number, without information on applicants or filing date. These data are available only from the index cards which are sorted in sequence of filing date. Thus, the process of search is not efficient.

A part of the search functions of the System will be made available for general-public users who use the PCs in the library of IPCM. The information, which will be made available by the search functions, is limited to those matters or items which can be open to the public. This search service will provide tools for users to make efficient research reducing the risk of missing items in the search.

(4) Increased transparency in registration and operation procedures

The introduction of a computerized administration system will enable retrieval of all the designs, including those that had been rejected, according to the status specified with search keys. This is particularly useful for novelty examination, which has been carried out partly in the process of formality examination. The possible search keys include registration period and examiners, or both at the same time. This function enables an overview of the results of examinations under specifically designated conditions, resulting in increased transparency in registration and operation procedures.

2.4.2 Improvement of Administrative Processes Accompanying the Computerization

The improved administrative processes expected as a result of introducing the computerized system are tabulated below, comparing with the current processes.

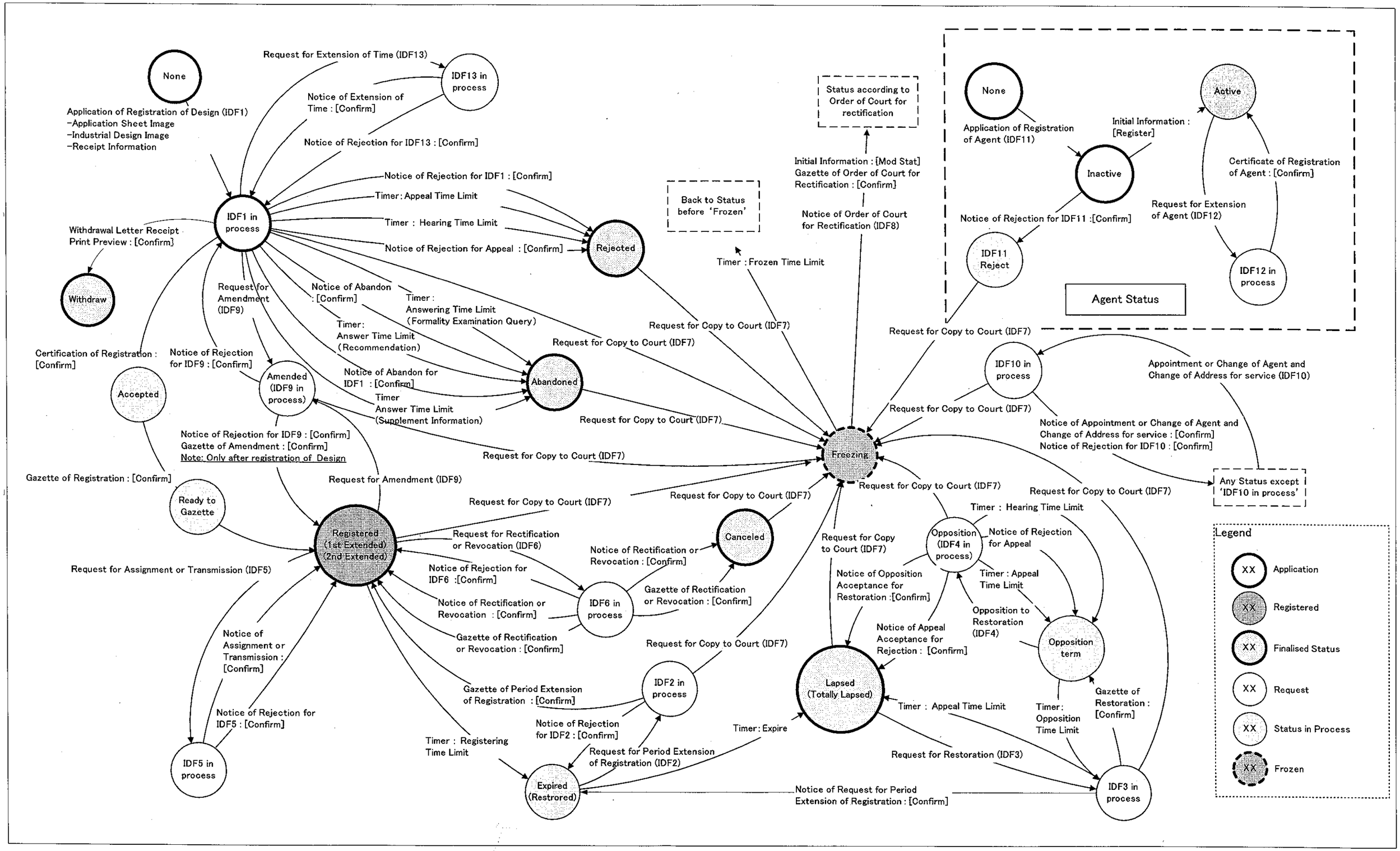
	Current Business Administrative Processes	Change and Improvement of Administrative Processes with the Computerization
1	All the information related to a given application is physically filed in one dossier which is assigned to that application. When an examiner wants to get any item of information, he has to physically get the dossier.	All the data and image of documents are stored in the database. Examiners with authorized access rights can read the same data at the same time.
2	The examiners have to find similarities by take a look page by page at one of the files which contains the designs with the same Locarno classification number as the one being examined. When an examiner wants to look at the different views, they have to be taken out of the clear vinyl holders.	The examiners can get the thumbnail views of the designs by using the search function with the search key of the Locarno classification number. If a examiner wants to take a close look, clicking the thumbnail will bring up the bigger picture. Clicking on "Next" will bring another view of the design.
3	Applicants are required to present six copies of representations, which are used for the public library, for examiners, for a certificate, for the Gazette, and for local offices.	As representations of designs are scanned and stored in the database, the system can print or display the scanned images. Technically, one copy of each representation is enough.
4	To get the statistical data, it is required to look at the Register and manually find and count the ones which meet the conditions. And as the Register does not contain all the information on the application form, it is impossible to include in the count the applications for which information is not on the Register.	As every item described in the application form is entered and stored in the database, the system can extract and count items which meet the specified conditions. Conditions which are frequently used are registered in the system and managers can generate statistical reports easily.
5	An examiner keeps the examining application or the application waiting to be examined on his desk or shelf depending on his arrangement. If one wants to know about the status of the application, he must first find a related examiner and ask him about the status.	The system manages all the filed applications and easily can inform the status and the examiner in charge to anyone who is authorized to have the information.
6	A manager does not have a clear grasp of the examining situation, such as how many applications to be examined each examiner has at a given moment, or how many applications are processed in one month by one examiner.	The system can provide performance statistics of examiners.
7	The last digit of the application number is used to identify who should be the examiner for this application.	Efficient allocation of applications is possible, such as allocation to the examiner who has a specialty at the related Locarno classification or allocation to the examiner who has less examining applications.

8	To generate a certificate of registration, a clerk has to type in the name of the applicant, address, name of articles, registration date, and other items which appear on the certificate.	As all the necessary data are stored in the database, a certificate is automatically generated by specifying the registration number.
9	To generate a Gazette sheet, a clerk has to type in the name of the applicant, address, name of articles, registration date, and other items which appear on the certificate.	As all the necessary data are stored in the database, a Gazette sheet is automatically generated by specifying the registration number.
10	Applicants are required to make and present an index card which is to be stored in the library room.	Search can be performed by PCs in the library room and no index cards are necessary.
11	In the case of change of owners incurred by for example a change of the company name or merger, IPCM cannot find the related registration numbers unless the owners notify them.	Owners are registered in the database, the related registration numbers are listed up easily.
12	Preprinted sheets with typical query items are prepared for examiners. Examiners tick the related items on the sheet and put comments and then send it to applicants or agents as a query letter.	Examiners select the related items on the screen and enter comments. A query letter will be automatically generated using the database with the applicant name and the filing number on it.

Annexes

Annex (1) Status Flow

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Status Flow	1.3-2		**Industrial Design Administration System**			
						Page
						1



Annex (2) Process List

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Application		**IDF1**				1

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0101	Reception	Preliminary Check	1) Check documents to issue receipt	If applicant wants to change an agent, IDF10 form may be submitted at the same time.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate application fees *) Collect application fees and Gazette fees	Applicant can pay Gazette fees anytime before examination process is completed.
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Applicant	This process occurs when applicant issues cheque as a payment method.
2	IDP0102	Data Entry	Basic Information Entry for Application	1) Enter all necessary information of application 2) Scan the application form as an image file 3) Store the application image into file server	
			Basic Information Entry for Design	1) Enter all necessary information of industrial design 2) Scan industrial design view as an image file 3) Store industrial design image into database	
			Filing Process (Forward)	1) Forward all received documents to quality control process	

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
3	IDP0103	Quality Control	Quality Control Judgment (Forward)	1) Check received document information against entered information 2) Wait for 6 months for application clearance 3) Forward all received documents to Examiner Allocation	
			Quality Control Judgment (Send Back)	1) Check received document information against entered information 2) Enter comment for reasons to send back 3) Send back all received documents to filing process	
4	IDP0104	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine an application 2) Forward all received documents to formality examination process	
5	IDP0105	Formality Examination	Formality Examination Judgment (Forward)	1) Carry out formality examination 2) Forward all documents to novelty examination process	
			Formality Examination Judgment (Reject)	1) Carry out formality examination 2) Send rejection letter to applicant 3) Store rejection letter into file server	
			Receive withdrawal letter	1) Receive a letter from applicant in order to withdraw 2) Scan a letter for withdrawal 3) Store the letter into file server 4) Send receipt for withdrawal letter to applicant 5) Store receipt for withdrawal letter into file server	This process may occur anytime before registration process completes.
			Make Query to Applicant	1) Send a query letter to the applicant to complete the formality examination 2) wait for 3 months to receive an answer letter of query from the applicant 3) Store a query letter into the file server	IPCM initiates this process if some of the information is not clear.

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
5	IDP0105	Formality Examination	Receive Reply from Applicant	1) Receive an answer letter of query from applicant 2) Send a notification letter to applicant that IPCM received an answer letter 3) Scan an answer letter for query 4) Store an answer letter and a notification letter into file server	
			Make Last Reminder to Applicant	1) Send a last reminder to applicant 2 weeks before due date of answer 2) Store a last reminder into file server	This process occurs 2 weeks before query answer due date.
			Issue Notification of Abandoned	1) Send a notification letter of abandoned 2) Store notification letter of abandoned into file server	
6	IDP0106	Novelty Examination	Make Recommendation	1) Carry out novelty examination 2) Make recommendation comment to help final judgment 3) Forward all received documents to final judgment process	
7	IDP0108	Appeal	Receive Appeal from Applicant	1) Receive appeal letter from applicant 2) Send a notification letter to applicant that IPCM received appeal letter 3) Scan appeal letter 4) Store appeal letter and a notification letter into file server	This process occur when applicant has opinion against IPCM judgment
			Issue Notification of Hearing Start	1) Send a notification letter Hearing Start 2) Store notification letter of Hearing Start into file server	
			Record Result of Hearing	1) Receive Hearing Result 2) Send a notification letter to applicant that IPCM received Hearing Result 3) Scan Hearing Result 4) Store Hearing Result and a notification letter into file server	
			Appeal Judgment (Acceptance)	1) Make recommendation comment to help final judgment 2) Forward all received documents to final judgment process	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Application		**IDF1**				**4**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
7	IDP0108	Appeal	Appeal Judgment (Rejection)	1) Send appeal rejection letter to applicant 2) Store appeal rejection letter into file server	
8	IDP0112	Payment	Issue Invoice	1) Make Invoice of Gazette 2) Store Invoice of Gazette into file server	This process occurs if applicant has not paid fees for Gazette yet.
			Print receipt for Gazette fee	1) Update receipt to include Gazette fees 2) Store receipt into file server 3) Forward all received document to final decision process	This process occurs if applicant has not paid fees for Gazette yet.
9	IDP0107	Final Decision	Final Decision (Acceptance)	1) Check recommendation of novelty examination 2) Give signature for registration 3) Commit registration of design 4) Forward all received documents to Certificate process	
			Final Decision (Rejection)	1) Check recommendation of novelty examination 2) Forward all received documents to formality examination process	
			Supplement Information	1) Ask examiner to get more information from applicant 2) Send notification for supplement information 3) Receive supplement information from applicant 5) Scan supplement information letter 6) Store notification for supplement information and supplement information letter into file server 7) Entry of notification for supplement information	This process occurs if officer needs more information.

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Application		**IDF1**				**5**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
10	IDP0110	Certificate	Print Certificate	1) Make certificate for registration 2) Store certificate into file server 3) Forward all received documents to Gazette process	
11	IDP0109	Gazette	Publication of Gazette	1) Make Gazette 2) Store Gazette into file server	
			Gazette Management	1) Submit all Gazette material to publication agency 2) Check all industrial design information and map it with the Gazette information into the system	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Period Extension of Registration		**IDF2**				**6**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0201	Reception	Preliminary Check	1) Check documents to issue receipt	Owner can start this process with IDF2 within 6 months after industrial design expires.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate application fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Owner	This process occurs when applicant issues cheque as payment method.
2	IDP0202	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan request form 3) Store request image into file server	
			Filing Process (Forward)	1) Forward all received documents to Examiner Allocation process	
3	IDP0204	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine the request. 2) Forward all received documents to examination process	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Period Extension of Registration		**IDF2**				**7**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
4	IDP0205	Examination	Examination (Forward)	1) Carry out examination 2) Forward all documents to Gazette process	
			Examination (Reject)	1) Carry out examination 2) Send rejection letter to owner 3) Store rejection letter into file server	
			Make Query to Owner	1) Send a query letter to owner to complete formality examination 2) wait for 3 months to receive an answer letter of query from owner 3) Store a query letter into file server	IPCM initiates this process if some of the information is not clear.
			Receive Reply from Owner	1) Receive an answer letter for query from applicant 2) Send a notification letter of an answer letter receiving to owner 3) Scan an answer letter for query 4) Store an answer letter and a notification letter into file server	
			Make Last Reminder to Owner	1) Send a last reminder to owner 2 weeks before due date of answer 2) Store a last reminder into file server	This process occurs 2 weeks before query answer due date.
			Issue Notification of Abandoned	1) Send a notification letter of abandoned 2) Store notification letter of abandoned into file server	
5	IDP0209	Gazette	Print Certificate	1) Make certificate for extension of registration 2) Store certificate into file server	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Period Extension of Registration		**IDF2**				**8**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
5	IDP0209	Gazette	Publication of Gazette	1) Make Gazette that the industrial design registration period is extended 2) Store Gazette into file server	
			Gazette Management	1) Submit all Gazette material to publication agency 2) Check all industrial designs and map into the system	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Restoration		**IDF3**				**9**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0301	Reception	Preliminary Check	1) Check documents to issue receipt	Owner can start this process within one year after industrial design lapsed. This process starts with issuance of IDF3.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Owner	This process occurs when applicant issues cheque as a payment method.
2	IDP0302	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request image into file server	
			Filing Process (Forward)	1) Forward all received documents to Examiner Allocation process	
3	IDP0304	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
4	IDP0305	Examination	Gazette for restoration	1) Make Gazette for restoration 2) Store Gazette for restoration into file server 3) Wait for 3 months to receive opposition from third parties	In case that third party issues IDF4, the IDF4 process starts. The other cases, next process is examination.
			Gazette Management	1) Submit all Gazette material to publication agency 2) Check all industrial designs and map into the system	
			Examination (Forward)	1) Carry out examination 2) Forward all received document to Gazette process	
			Examination (Reject)	1) Carry out examination 2) Send rejection letter to customer 3) Store rejection letter into file server 4) Wait for 2 months to receive opposition from owner	
5	IDP0308	Appeal	Receive opposition letter from owner	1) Receive opposition letter from owner 2) Send a notification letter that IPCM received opposition letter 3) Scan opposition letter 4) Store opposition letter and a notification letter into file server	This process is for rejection of examination.
			Record of Hearing Result	1) Enter opposition letter information	This process is for rejection of examination.
			Appeal Judgment (Acceptance)	1) Send opposition acceptable letter to owner 2) Store opposition acceptable letter into file server 3) Forward all received documents to Gazette process	This process is for rejection of examination.

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
5	IDP0308	Appeal	Appeal Judgment (Rejection)	1) Send appeal rejection letter to owner 2) Store appeal rejection letter into file server	This process is for rejection of examination.
6	IDP0309	Gazette	Request for IDF2	1) Send notification for IDF2 request 2) Store notification for IDF2 request into file server	
			Publication of Gazette	1) Make Gazette that the status of industrial design becomes expired 2) Store Gazette into file server	
			Gazette Management	1) Submit all Gazette material to publication agency 2) Check all industrial designs and map into the system	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Opposition to Restoration		**IDF4**				**12**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0401	Reception	Preliminary Check	1) Check documents to issue receipt	This process can be issued within 3 months after Gazette of restoration is open to the public. This process will start with the issuance of IDF4.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process 4) Wait until the period when it is possible to issue IDF4	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Opposition Person	This process occurs when applicant issues cheque as payment method.
2	IDP0402	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request image into file server	
			Filing Process (Forward)	1) Forward all received documents to Examiner Allocation process	
3	IDP0404	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
4	IDP0405	Examination	Issue Notification of opposition to restoration to Owner	1) Send notification letter to Owner 2) Store notification letter into file server 3) Wait for 2 months to receive counter statement of opposition to restoration	
			Record of Hearing Result	1) Enter counter statement of opposition to restoration letter information	
			Examination (Forward)	1) Carry out examination 2) Return to IDF3 process with the information that IDF3 is rejected	
			Examination (Reject)	1) Carry out examination 2) Send rejection letter to customer 3) Store rejection letter into file server 4) Return to IDF3 process with the information that IDF3 is rejected	
5	IDP0408	Appeal	Receive Appeal letter from third party	1) Receive appeal letter from owner 2) Send a notification letter to owner that IPCM received appeal letter 3) Scan appeal letter 4) Store appeal letter and a notification letter into file server	This process is for rejection of examination.
			Record of Hearing Result	1) Enter appeal letter information	This process is for rejection of examination.
			Appeal Judgment (Acceptance)	1) Send appeal acceptable letter to owner 2) Store appeal acceptable letter into file server 3) Return to IDF3 process with the information that IDF3 is rejected	This process is for rejection of examination.

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Opposition to Restoration		**IDF4**				**14**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
5	IDP0408	Appeal	Appeal Judgment (Rejection)	1) Send appeal rejection letter to third parties 2) Store appeal rejection letter into file server	This process is for rejection of examination.

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Assignment or Transmission		**IDF5**				**15**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0501	Reception	Preliminary Check	1) Check documents to issue receipt	This process can handle assignment or transmission of registered industrial design. The process starts with the issuance of IDF5.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Owner	This process occur when applicant issues cheque as payment method.
2	IDP0502	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request image into file server	
			Filing Process (Forward)	1) Forward all received documents to Examiner Allocation process	
3	IDP0504	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received document to examination process	

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
4	IDP0505	Examination	Examination (Forward)	1) Carry out examination 2) Forward all received documents to Gazette process	
			Examination (Reject)	1) Carry out examination 2) Send rejection letter of IDF5 3) Store rejection letter into file server	
5	IDP0509	Gazette	Publication of Gazette	1) Make Gazette 2) Store Gazette into file server 3) Return to IDF1 process with modification of application information	
			Gazette Management	1) Submit all Gazette material to publication agency 2) Check all industrial designs and map into the system	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Rectification or Revocation		**IDF6**				**17**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0601	Reception	Preliminary Check	1) Check documents to issue receipt	In the case where owner issues the IDF6, it cancels the registered industrial design. In the other case where the third party issues the IDF6, it cancels the registered industrial design or changes some information of industrial design such as scope of industrial design.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Request person	This process occurs when applicant issues cheque as payment method.
2	IDP0602	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request form image into file server	
			Filing Process (Forward)	1) Forward all received documents to Examiner Allocation process	

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
3	IDP0604	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	
4	IDP0605	Examination	Issue Notification of Rectification to Owner	1) Send notification letter to Owner 2) Store notification letter into file server 3) Wait for 2 months to receive opposition from owner	This process is carried out only when the third party issues the process.
			Examination (Forward)	1) Carry out examination 2) Forward all received documents to Gazette process	Issue Notification of Rectification to Owner.
			Examination (Reject)	1) Carry out examination 2) Send rejection letter to customer 3) Store rejection letter into file server	
			Receive Opposition from Owner	1) Receive opposition letter from owner 2) Send a notification letter that IPCM receives opposition receiving to owner 3) Scan opposition letter 4) Store opposition letter and a notification letter into file server	This process is carried out only when the third party issues the process.
			Issue Notification of Opposition to third party	1) Entry opposition letter information 2) Wait for 2 months to receive third party counter statement	This process is carried out only when the third party issues the process.
			Receive Counter Statement from third party	1) Receive counter statement letter from third party 2) Send a notification letter to third party and owner that IPCM received the counter statement letter 3) Scan counter statement letter 4) Store counter statement letter and a notification letter into file server	This process is carried out only when the third party issues the process.

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
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Request for Rectification or Revocation		**IDF6**				**19**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
5	IDP0609	Gazette	Publication of Gazette	1) Make Gazette 2) Store Gazette into file server	
			Gazette Management	1) Submit all Gazette material to publication agency 2) Check all industrial designs and map into the system	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Copy to Court		**IDF7**				**20**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0701	Reception	Preliminary Check	1) Check documents to issue receipt	This process is to get document copy in order to bring an action. A customer starts this process with issuance of IDF7.
			Receipt Information Entry	1) Input necessary information for receipt 2) Issue receipt 3) Store receipt into file server 4) Forward all received documents to filing process	This process does not require any fees from a customer.
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Request person	This process occurs when applicant issues cheque as payment method.
2	IDP0702	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request from 3) Store Request form image into file server	
			Filing Process (Forward)	1) Forward all received documents to status modification process	
3	IDP0704	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	
4	IDP0705	Examination	Freezing status	1) Change all status to freezing in order to prevent from any modification 2) Send notification of request for copy to court 3) Store notification of request for copy to court	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Copy to Court		**IDF7**				**21**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
5	IDP0712	Payment	Court Application	1) Receive Court application with payment from the person who issued IDF7 2) Scan Court application 3) Store Court application and into file server	
			Print receipt for Court application fees	1) Issue receipt for Court application fees 2) Store receipt for Court application fees into file server	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Notice of Order of Court for Rectification		**IDF8**				**22**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0801	Reception	Preliminary Check	1) Check documents to issue receipt	This process changes IPCM judgment with court order. A customer starts this process with issuance of IDF8. In addition, if the court orders to change some information, the customer has to issue IDF6 and pay the fee of IDF6.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate request fees 3) In case that some information has changed, issue notification of IDF6 request 4) Store the notification into IDF6 request.	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Request person	This process occurs when applicant issues cheque as payment method.
2	IDP0802	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request form image into file server	
			Filing Process (Forward)	1) Forward all received documents to Examiner Allocation process	
3	IDP0804	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Notice of Order of Court for Rectification		**IDF8**				**23**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
4	IDP0805	Examination	Status Change	1) Change the status of industrial design/application/request by following the court order 2) Forward all received documents to Gazette process	
			No Status change	1) Enter some information that there is no change in status 2) Forward all received documents to Gazette process	
			Print Notification	1) Send notification of court order to related parties 2) Store the notification into file server	
5	IDP0809	Gazette	Publication of Gazette	1) Make Gazette 2) Store Gazette into file server	Publish rectification in Gazette
			Gazette Management	1) Submit all Gazette material to publication agency 2) Check all industrial designs and map into the system	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Amendment		**IDF9**				**24**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP0901	Reception	Preliminary Check	1) Check documents to issue receipt	This process handles amendment of all information before industrial design is registered. Only owner name and address are be changeable with this process after industrial design is registered. An applicant / owner starts this process with issuance of IDF9.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Request person	This process occurs when applicant issues cheque as payment method.
2	IDP0902	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request image into file server	
			Basic Information Entry for Design	1) Enter all necessary information of industrial design 2) Scan request form 3) Store industrial design image into database	This process is only carried out before the industrial design registration or the applicant changes some industrial design image file

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
2	IDP0902	Data Entry	Filing Process (Forward)	1) Forward all received documents to quality control process or Examiner Allocation	In case applicant modify some image file, next process should be quality control. The other cases, nest process is Examiner Allocation
3	IDP0903	Quality Control	Quality Control Judgment (Forward)	1) Check received document information against entered information. 2) Wait for 6 months for application clearance 3) Forward all received documents to Examiner Allocation	This process is only carried out before the industrial design registration or the applicant change some industrial design image file.
			Quality Control Judgment (Send Back)	1) Check received document information against entered information. 2) Enter comment for reasons to send back. 3) Send back all received documents to filing process	This process is only carried out before the industrial design registration or the applicant change some industrial design image file.
4	IDP0904	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	
5	IDP0905	Examination	Examination (Forward)	1) Carry out examination 2) Forward all documents to Gazette process in case of after registration 3) Return to IDF1 process with the modification of application information	If the process starts before registration, the process returns to application process. The other cases, process goes to Gazette process.
			Examination (Reject)	1) Carry out examination 2) Send rejection letter to applicant / owner 3) Store rejection letter into file server	
6	IDP0909	Gazette	Publication of Gazette	1) Make Gazette 2) Store Gazette into file server	This process occurs only if the process starts after registration.

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Amendment		**IDF9**				**26**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
6	IDP0909	Gazette	Gazette Management	1) Submit all Gazette material to publication agency 2) Check all industrial designs and map into the system	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Appointment or Change of Agent and Change of Address for Service		**IDF10**				**27**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP1001	Reception	Preliminary Check	1) Check documents to issue receipt	A customer can start the process with the issuance of IDF10.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Owner	This process occurs when applicant issues cheque as payment method.
2	IDP1002	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request form image into file server	
			Filing Process Forward	1) Forward all received documents to Examiner Allocation process	
3	IDP1004	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Appointment or Change of Agent and Change of Address for Service		**IDF10**				**28**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
4	IDP1005	Examination	Examination (Forward)	1) Carry out examination	
			Examination (Reject)	1) Carry out examination 2) Send rejection letter to customer 3) Store rejection letter into file server	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Application of Registration of Agent		**IDF11**				**29**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP1101	Reception	Preliminary Check	1) Check documents to issue receipt	A customer can start the process with the issuance of IDF11.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Owner	This process occurs when applicant issues cheque as payment method.
2	IDP1102	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request form image into file server	
			Filing Process (Forward)	1) Forward all received documents to Examiner Allocation process	
3	IDP1104	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Application of Registration of Agent		**IDF11**				**30**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
4	IDP1105	Examination	Examination (Forward)	1) Carry out examination 2) Forward all received documents to certificate process	
			Examination (Reject)	1) Carry out examination 2) Send rejection letter to customer 3) Store rejection letter into file server	
5	IDP1110	Certification	Print Certificate	1) Make certificate of agent registration 2) Store certificate into file server	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Extension of Agent		**IDF12**				**31**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP1201	Reception	Preliminary Check	1) Check documents to issue receipt	The customer can extend period of agent registration when they issues IDF12 during 1/Dec. until 31/Jan.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Applicant	This process occurs when applicant issues cheque as payment method.
			Make Notification of agnet expiration	1) Send a notification 2 weeks before agent expiration date 2) Store a notification into file server	This process occurs 2 weeks before agent expiration date.
2	IDP1202	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request form image into file server	
			Filing Process (Forward)	1) Forward all received documents to certificate process	
3	IDP1210	Certificate	Print Certificate	1) Make certificate of extension period of agent registration 2) Store certificate into file server	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Extension of Time		**IDF13**				**32**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP1301	Reception	Preliminary Check	1) Check documents to issue receipt	This process extends period of answer for query letter or some other letters. An applicant or owner can start the process with the issuance of IDF13 and it is accepted maximum 3 months.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Owner/Applicant	This process occurs when applicant issues cheque as payment method.
2	IDP1302	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request form image into file server	
			Filing Process Forward	1) Forward all received documents to Examiner Allocation process	
3	IDP1304	Examiner Allocation	Examiner Allocation	1) Decide an examiner to examine request 2) Forward all received documents to examination process	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Extension of Time		**IDF13**				**33**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
4	IDP1305	Examination	Examination (Forward)	1) Carry out examination 2) Send approval letter of extension period for answering 3) Store approval letter into file server	
			Examination (Reject)	1) Carry out formality examination 2) Send rejection letter to applicant/owner 3) Store rejection letter into file server	

Document Name	Chapter in SDS	Project Name	System Name	Doc. Version	Update Date	Author
Process List	**2.4.1**		**Industrial Design Administration System**			
Operation Name		*Form ID*				*Page*
Request for Copy of Certificate		**IDF14**				**34**

No	*Process ID*	Process Name	Business Operation Name	Business Operation overall	Remarks
1	IDP1401	Reception	Preliminary Check	1) Check documents to issue receipt	This process prints certificate of registration, uncertified copy and so on. A customer can start the process with the issuance of IDF14.
			Receipt Information Entry	1) Input necessary information for receipt 2) Calculate Request fees	
			Print Receipt	1) Issue receipt 2) Store receipt into file server 3) Forward all received documents to filing process	
			Cheque Clearance	1) Go to bank to clear the cheque *) In case cheque is bounced, Inform to Owner	This process occurs when applicant issues cheque as payment method.
2	IDP1402	Data Entry	Basic Information Entry for Request	1) Enter all necessary information of Request 2) Scan Request form 3) Store Request form image into file server	
			Filing Process (Forward)	1) Forward all received documents to certification process	
3	IDP1410	Certification	Print Certificate	1) Make certificate, which is required by customer 2) Store certificate into file server	