

# INTELLECTUAL PROPERTY

P H I L I P P I N E S

**Intellectual Property Office of the Philippines**

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**CITIZEN'S CHARTER**

## **VISION**

**An Intellectual Property-conscious Philippines in a demystified, development-oriented, and democratized IP System  
by 2020  
(2020 VISION: 3D IP)**

## **MISSION**

**We are a knowledge-driven government organization that works towards economic, technological, and socio-cultural development by communicating, enabling, and ensuring the effective use of the Intellectual Property System in all levels of society for the creation, protection, utilization, and enforcement of Intellectual Property**

## Performance Pledge

We, the officials and employees of IP Philippines, commit to provide you timely, efficient, and consistent service by:

- treating you professionally;
- being accessible;
- providing quality services;
- providing accurate, clear, and reliable information;
- responding promptly;
- consulting our customers and stakeholders; and
- responding to feedback.

We will continuously strive to meet or exceed the service standards and commitments set out below.

### Treating you professionally

We will be positive and helpful to you and provide reasons for any decisions.

### Being accessible

The Intellectual Property Office is open to serve our customers from 8:00 am to 5:00 pm, with no noon break. All frontline services are done at the Ground Floor of our office.

You can access our services through:

Our website	<a href="http://www.ipophil.gov.ph">www.ipophil.gov.ph</a>
Email	<a href="mailto:info@ipophil.gov.ph">info@ipophil.gov.ph</a> or <a href="mailto:mail@ipophil.gov.ph">mail@ipophil.gov.ph</a>
Teleph ones	Trunk lines: +632 238-6300 locals 121 to 122 Telefax: +632 798-0113
Mail to our office	Intellectual Property Office of the Philippines Intellectual Property Center 28 Upper McKinley Road McKinley Hill Town Center, Fort Bonifacio Taguig City, Philippines 1634

### Providing quality services

We will provide a consistent level of service by ensuring that our processes are established and reliable. However, should we make a mistake, we will acknowledge the fact, apologize, do what we can to rectify the problem and introduce procedures which will stop us from repeating it.

We will regularly measure our customers' level of satisfaction with our services. The results will be used to improve our service delivery.

### Providing accurate and clear information

We will ensure that our website is easy to navigate, and can be searched effectively.

We will maintain accurate and up-to-date database information.

We will make our forms easy for you to provide the information we need.

### Responding promptly

#### General Inquiries

We will respond to inquiries on our customer service lines manned by our Information Officers. If our Information Officers are unable to respond we will ensure that a member of our staff will contact you within one working day.

We will respond to all written inquiries about IP or our services within 5 working days of receiving them. If the response will take more than 5 days, we will let you know why, and how long you might have to wait for a detailed response.

### Consulting Our Customers and Stakeholders

We use a number of different mechanisms to consult our customers and stakeholders. These include surveys, our publications (both internal and external), and meetings with our stakeholders and various advisory and consultative bodies. We also hold formal and informal meetings with other government agencies to discuss matters of common concern.

We will conduct surveys of our customers to help us identify needs, wants, and perceptions of the organization.

We will provide our customers with information on any changes to our services through notices in our website and at meetings with our stakeholders.

We will hold public hearings on rules, regulations, and legislation affecting intellectual property rights.

### Responding to Feedback

We will consider all feedback and listen to our customers' suggestions on how we can improve our services. We want to operate in an environment of continuous improvement and consistent customer feedback will help us achieve this.

If you have suggestions on how we can improve our services, want to make a complaint, or provide positive comments on either a service or the person who provided it, we encourage you to talk to the person you dealt with at the time.

If you wish to use our formal feedback processes you can:

- fill out the feedback form available at our customer service area; or
- e-mail us at [feedback@ipophil.gov.ph](mailto:feedback@ipophil.gov.ph); or
- write to:

Customer Feedback Manager  
Intellectual Property Office of the Philippines  
Intellectual Property Center 28 Upper McKinley Road  
McKinley Hill Town Center, Fort Bonifacio  
Taguig City, Philippines 1634

- or you may call the Customer Feedback Manager at telephone nos. : +632 238-6300 local 222 or +632 856-4987

You can also write to the Director General at the above address, or via e-mail to [feedback@ipophil.gov.ph](mailto:feedback@ipophil.gov.ph), marked "Attention: Director General"

### Making a complaint

We are committed to quick and fair resolution of formal complaints and will ensure your complaint is taken seriously.

If you have a complaint, you should:

- If possible, discuss it with the personnel you dealt with;
- Ask to have the complaint referred to a senior officer for resolution, if you are not satisfied with the outcome.

We will provide a detailed response to your complaint, including information on actions we took as a result, within 30 working days of receiving your complaint. Personnel connected with the complaint will also have an opportunity to respond to matters raised in the complaint.

**INTELLECTUAL PROPERTY PHILIPPINES  
LIST OF FRONTLINE SERVICES**

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
<b>Filing of Patent Application (Invention)</b>			Request for a Grant of a Philippine Patent  Request Form for PCT National Phase Entry	30 minutes (Filing only)	Patent Duty Officer
Pre-Examination	Big	Small			
Filing Fee	3,600.00	1,800.00			
For each sheet in excess of thirty (30)	30.00	15.00			
For each claim in excess of five (5)	300.00	150.00			
Request for right of priority	1,800.00	900.00			
Request for extension of time to file priority documents	1,300.00	650.00			
Divisional Application (for each division)	3,600.00	1,800.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Conversion from Utility Model to Invention  Early Publication: Request for publication before the expiration of 18 months from filing date or priority date	1,200.00	600.00			
Examination  Request for Extension of time to file for response First Second  Request for Substantive Examination  Request for Revival  Preparation of amended page/s of the master copy of the specification and/or claims	600.00 650.00  3,500.00  1,000.00  70.00 per page	300.00 325.00  1,750.00  500.00  70.00 per page			
Post-Examination  Amendment or correction in the Letters Patent	500.00 (plus publication fee)	250.00 (plus publication fee)			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Petition for Voluntary surrender or cancellation	600.00 (plus publication fee)	300.00 (plus publication fee)			
Petition for any amendment or any correction of mistake in a Letters Patent of formal and clerical nature without fault of Office	600.00	300.00			
Petition for any amendment or any correction in a Letters Patent of substantive nature	1,500.00	750.00			
5 <sup>th</sup> Year	2,700.00	1,350.00			
6 <sup>th</sup> Year	3,600.00	1,800.00			
7 <sup>th</sup> Year	4,500.00	2,250.00			
8 <sup>th</sup> Year	5,400.00	2,700.00			
9 <sup>th</sup> Year	7,200.00	3,600.00			
10 <sup>th</sup> Year	9,000.00	4,500.00			
11 <sup>th</sup> Year	11,600.00	5,800.00			
12 <sup>th</sup> Year	14,400.00	7,200.00			
13 <sup>th</sup> Year	17,000.00	8,500.00			
14 <sup>th</sup> Year	20,700.00	10,350.00			
15 <sup>th</sup> Year	24,300.00	12,150.00			
16 <sup>th</sup> Year	27,800.00	13,900.00			
17 <sup>th</sup> Year	31,400.00	15,700.00			
18 <sup>th</sup> Year	37,700.00	18,850.00			
19 <sup>th</sup> Year	45,300.00	22,650.00			



TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
20 <sup>th</sup> Year  Annual Fee for each claim in excess of 5 (5 <sup>th</sup> – 20 <sup>th</sup> year) due and payable at the same time as the applicable annual fee listed above  Notice and publication of non-payment of annual fee	54,300.00  350.00  350.00 (Minimum is approximately 1/8 page)	27,150.00  170.00  350.00 (Minimum is approximately 1/8 page)			
<b>Filing of Patent Application (Utility Model and Industrial Design)</b>			Request for Registration of a Utility Model / Industrial Design	30 minutes (Filing only)	Patent Duty Officer
Pre-Examination  Filing Fee  For each sheet in excess of thirty (30)  For each claim in excess of five (5) in Utility Model  For each embodiment in excess of one (1) in Industrial Design  Request for right of priority	Big  3,000.00  30.00  200.00  1,500.00  1,500.00	Small  1,500.00  15.00  100.00  750.00  750.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Divisional Application (for each division)	3,000.00	1,500.00			
Conversion from Invention to Utility Model	550.00	275.00			
Examination					
Request for extension of time to file response					
First	600.00	300.00			
Second	650.00	325.00			
Request for Registrability Report	1,100.00	550.00			
Request for Revival	1,000.00	500.00			
Preparation of amended page/s of the master copy of the specification and/or claims	70.00 per page	70.00 per page			
Post-Examination					
Amendment or correction to the Registration	500.00 (plus publication fee)	250.00 (plus publication fee)			
Petition for voluntary	500.00	250.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
surrender or cancellation  Petition for any amendment or any correction of mistakes in a Registration of formal and clerical nature w/o fault of Office  Petition for any amendment or any correction of mistakes in a Registration of substantive nature	(plus publication fee)  500.00  800.00	(plus publication fee)  250.00  400.00			
<b>Payment of Fees Under R.A. 165</b>					
Pre-Examination  For each claim in excess of 5 in invention  For each embodiment in excess of 1 in Industrial Design  Claim of convention priority Invention UM and Design  Re-issue application of an invention patent	Big  150.00  1,200.00  1,500.00 1,200.00  1,500.00	Small  75.00  600.00  750.00 600.00  750.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Divisional application (for each division) Invention UM and Design  Conversion from Invention to Utility Model	3,000.00 1,800.00  500.00	1,500.00 900.00  250.00			
Examination  Request for Suspension of Action Invention UM and Design  Interference Motion to dissolve interference  Motion to add party to an interference proceeding  Motion to shift burden of proof in an interference proceeding Invention UM & Design  Extension of time to file appeal briefs in ex-partes cases	Big   800.00 600.00  600.00 400.00  400.00  900.00 700.00	Small   400.00 300.00  300.00 200.00  200.00  450.00 350.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Invention UM & Design	600.00 (plus publication fee) 400.00 (plus publication fee)	300.00 (plus publication fee) 200.00 (plus publication fee)			
Post-Examination  Issuance of Certificate of Letters Patent Invention  UM and Design  Reinstatement of lapsed invention patent	Big  1,000.00 (plus publication fee) 700.00 (plus publication fee)  4,000.00 (plus publication fee)	Small  500.00 (plus publication fee) 350.00 (plus publication fee)  2,000.00 (plus publication fee)			
Extension of Term  Petition for 1 <sup>st</sup> Extension  Petition for 2 <sup>nd</sup> Extension	Big  1,800.00 (plus publication fee) 3,600.00	Small  900.00 (plus publication fee) 1,800.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Annual Fees	Due and payable at the beginning of the stated year reckoned from the date of issuance of patent				
5 <sup>th</sup> Year	2,700.00	1,350.00			
6 <sup>th</sup> Year	3,600.00	1,800.00			
7 <sup>th</sup> Year	4,500.00	2,250.00			
8 <sup>th</sup> Year	5,400.00	2,700.00			
9 <sup>th</sup> Year	7,200.00	3,600.00			
10 <sup>th</sup> Year	9,000.00	4,500.00			
11 <sup>th</sup> Year	11,600.00	5,800.00			
12 <sup>th</sup> Year	14,400.00	7,200.00			
13 <sup>th</sup> Year	17,000.00	8,500.00			
14 <sup>th</sup> Year	20,700.00	10,350.00			
15 <sup>th</sup> Year	24,300.00	12,150.00			
16 <sup>th</sup> Year	27,800.00	13,900.00			
17 <sup>th</sup> Year	31,400.00	15,700.00			
Annual Fee for each claim in excess of 5 (15 <sup>th</sup> – 17 <sup>th</sup> year) due and payable at the same time as the applicable annual fee listed above	350.00	175.00			
Notice and publication of non-payment of annual fee	353.00 (Minimum is approximately 1/8 page)	350.00 (Minimum is approximately 1/8 page)			
<b>Filing of Trademark Application</b>			Request for Trademark	20 minutes	Trademark Duty

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
	Big	Small	Registration	(Filing only)	Officer
Pre-Examination					
Filing Fee (per class)	2,160.00	1,080.00			
Claim for convention Priority (per class)	1,500.00	750.00			
Claim of color, claim of distinctiveness (per class)	500.00	250.00			
Request for priority examination	5,200.00	2,600.00			
Filing of International Trademark Application (Madrid Protocol)			Form MM2		
Handling Fee (for every International Application filed with IPOPHL as Office of Origin)	2,160.00				
Individual Fee (for International Registrations Designating the Philippines and for Designations Subsequent to an International Registration)	4,760.00				
Individual Fee (for Renewal)	7,300.00				

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Transformation Fee  Other Madrid-related transactions (including replacement, handling fee for renewal, and other documents filed through the IPOP HL for transmission to WIPO)	2,160.00				
Examination  Request for extension of time to file any response (1-60 days)  Request for use of an old drawing  Request for Divisional Application Basic 1 <sup>st</sup> Extension 2 <sup>nd</sup> Extension  Request for Revival of Abandoned Application (without fault of Office)  Suspension of Action	Big  600.00  500.00  500.00 500.00 500.00  1,000.00  	Small  300.00  250.00  250.00 250.00 250.00  500.00  			



TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
By Examiner By Director First Second  Request for Conversion of application from Home Registration to "intent to use"  Request for Amendment Fee (to correct formalities, etc.)  Request to question correctness of Examiner's action	800.00  1,000.00 3,200.00  2,000.00  700.00  500.00	400.00  500.00 1,600.00  1,000.00  350.00  250.00			
Registration  Issuance of Original / New / Replacement / Renewal  Transfer Certificate of Registration  Petition/Request for:  Amendment	Big  1,000.00  500.00  700.00 (plus publication fee)	Small  500.00  250.00  350.00 (plus publication fee)	Notice of Allowance Renewal Form	10 minutes	Trademark Releasing Officer

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Correction (w/o fault of Office)  Voluntary surrender / Abandonment  Voluntary Cancellation  Voluntary Disclaimer  Division of Registration	1,000.00 (plus publication fee)  500.00 (plus publication fee)  500.00 (plus publication fee)  500.00 (plus publication fee)  1,000.00	500.00 (plus publication fee)  250.00 (plus publication fee)  250.00 (plus publication fee)  250.00 (plus publication fee)  500.00			
Renewal of Registration	5,500.00 per class	2,750.00 per class			
Filing of Declaration of Actual Use  Filed and registered under R.A. 8293 w/in 3 yrs. from filing date w/in 1 yr. from 5 <sup>th</sup> year anniversary  Filed under R.A. 166 (per class) w/in 3 yrs. from 12/2/1998  Registered under R.A. 166	Big   1,600.00 2,000.00   1,600.00	Small   800.00 1,000.00   800.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
and expiring after 06/3/2004 w/in 1 yr. from 5 <sup>th</sup> year anniversary w/in 1 yr. from 10 <sup>th</sup> anniversary w/in 1 year from 15 <sup>th</sup> year anniversary  Use of mark by a related company  Single extension of time to file Declaration of Use  Any other petition/motion/request not required by the Office or not specified under this section	2,000.00  4,000.00  5,500.00  1,600.00  3,200.00  600.00	1,000.00  2,000.00  2,750.00  800.00  1,600.00  300.00			
<b>Filing of Inter Partes Complaints</b>				15 minutes (Filing only)	BLA Receiving Officer
Trademarks  Filing of Opposition (verified or unverified)  Request for copy of unverified opposition  Petition for cancellation	Big  12,200.00  Reproduction cost at prevailing rate  12,200.00	Small  8,600.00  Reproduction cost at prevailing rate  8,600.00	Inter Partes Cases – Trademark Form		

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Motion fee and surcharge for extension of time to file verified opposition	1,430.00	715.00			
Patents  Petition for compulsory licensing Invention Utility Model and Industrial Design  Petition for cancellation Invention Utility Model and Industrial Design  Motion for Extension of time to file any pleading  Extension of time to file appeal brief  Each postponement in excess of 3 years whether granted or not  Cost of holding	Big  16,000.00 10,400.00  16,000.00 12,200.00  650.00  650.00  1,500.00  1,500.00	Small  10,400.00 7,700.00  10,400.00 10,400.00  500.00  500.00  1,000.00  1,000.00	Inter Partes Cases – Invention Form  Inter Partes Cases – Utility Model Form  Inter Partes Cases – Industrial Design Form		

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
<p>proceedings outside IPP premises</p> <p>Any other motion/manifestation with prayers/petition and the like not specified in this section</p> <p>Transcript of stenographic notes</p>	<p>(plus per diem and other expenses authorized for government employees/officials plus actual cost of hotel accommodation and transportation)</p> <p>650.00</p> <p>20.00 per page</p>	<p>(plus per diem and other expenses authorized for government employees/officials plus actual cost of hotel accommodation and transportation)</p> <p>500.00</p> <p>20.00 per page</p>			
<b>Filing of Administrative Complaints</b>			Administrative Complaint for Violation of IP Form	15 minutes (Filing only)	BLA Receiving Officer
<p>Filing of complaint</p> <p>Additional filing fee</p>	<p>Big</p> <p>16,000.00</p>	<p>Small</p> <p>13,000.00</p>			
	<p>1/10 of 1% of the damages claimed in excess of 500,000.00</p>				
Permissive counterclaim/cross	1,300.00	1,000.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
<p>contained in an answer filed in connection with IPR violation</p> <p>Additional filing fee</p>	<p>1/10 of 1% of the damages claimed in excess of 500,000.00</p>				
<p>Motion for</p> <p>Attachment</p> <p>Injunction</p> <p>Issuance of Cease and Desist Order</p> <p>Issuance of Order of Destruction of Infringing Goods/Services</p> <p>Amendment of pleading that would increase the amount of damages claimed</p>	<p>Big</p> <p>2,600.00</p> <p>2,600.00</p> <p>2,600.00</p> <p>2,600.00</p> <p>1,300.00</p>	<p>Small</p> <p>2,000.00</p> <p>2,000.00</p> <p>2,000.00</p> <p>2,000.00</p> <p>1,000.00</p>			
<p>Additional filing fee</p>	<p>1/10 of 1% of the damages claimed in excess of 500,000.00 which shall in no case be less than 1,000.00</p>				
<p>Motion for</p> <p>Extension of time to file any pleading</p> <p>Extension of time to file</p>	<p>Big</p> <p>650.00</p> <p>650.00</p>	<p>Small</p> <p>500.00</p> <p>500.00</p>			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
appeal brief  Each postponement in excess of 3 whether granted or not  Holding proceedings outside IPP premises	1,500.00  1,500.00	1,000.00  1,000.00			
	Per diem and other expenses authorized for government employees/officials plus actual cost of hotel accommodation and transportation				

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Any motion/manifestation with prayers/petition and the like not specified in this section	650.00	500.00			
Transcript of Stenographic Notes	20.00 per page	20.00 per page			
Committee of Three					
Motion for constituting the Committee of Three	2,600.00	2,000.00			
Fee for services of expert	Actual cost of services	Actual cost of services			
Sheriff's Services					
Enforcement of TRO/ preliminary injunction orders	Per diem and other expenses authorized for government employees/officials plus actual cost of hotel accommodation and transportation	Per diem and other expenses authorized for government employees/officials plus actual cost of hotel accommodation and transportation			
Enforcement of attachment orders					
Execution of final orders/ decisions					
Motions relating to 7.2.1,	2,600.00	2,000.00			



TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
7.2.2, and 7.2.3  Fees for other expenses (for PNP, NBI, BJMP assisting the Sheriff as pr MOA's)  Enforcement of provisional remedies  Execution of final orders/decisions  Motions relating to 7.3.1 and 7.3.2  Contempt  Motion/Petition to declare a party in contempt	Per diem and other expenses authorized for government employees/officials plus actual cost of hotel accommodation and transportation				
	2,600.00	2,000.00			
	2,600.00	2,000.00			
<b>State of the Art Search and Related Search</b>					DITTB Personnel
Equivalent Search and/or Compound per se Search	3,250.00			10 days	
All other types of patent search Comprehensive Search	10,350.00			15 days	
Soap, Detergent, Lotion, Shampoo, and other Crowded Art	14,500.00				

TYPE OF SERVICE	FEES	FORMS	PROCESSING TIME	PERSON IN CHARGE
Trademark Search, per mark				DITTB Personnel
Word Mark	2,250.00			
Complex Mark	4,600.00			
Consultation and Guided Public Search	125.00 per hour or a fraction thereof			DITTB Personnel
Usage cost for searches on CD-ROM collections and internet facilities	125.00 per hour or a fraction thereof			
Request for statistical information (other than those regularly published by IPP)	500.00 minimum plus cost of printout			

TYPE OF SERVICE	FEES	FORMS	PROCESSING TIME	PERSON IN CHARGE
Filing Fee (Exemption) Per exemption claimed Extension fee of time to file requirements Registration Fee (Exemption) Preliminary Review Amendment Recordal/Annotation of TTAs Any other request	2,500.00 700.00 650.00 2,525.25 2,500.00 1,000.00 1,000.00 1,000.00			
<b>Dispute Settlement (involving technology transfer arrangements)</b>				
Filing of Complaint/Request for Mediation Request for: Drafting of Compromise/ Mediation Agreement Postponement Suspension of proceedings/	12,500.00 4,000.00 1,500.00 1,500.00			

TYPE OF SERVICE	FEES	FORMS	PROCESSING TIME	PERSON IN CHARGE
Extensions of time  Holding procedures outside IPP premises	1,500.00 (Plus per diem and other expenses authorized for government employees/officials plus actual cost of hotel accommodation and transportation)			
<b>Dispute Settlement (Involving Author's Rights)</b>				
Filing of complaint/Request for mediation  Request for:  Drafting of compromise/ mediation agreement  Postponement  Suspension of proceedings/ Extensions of time  Holding proceedings outside IPP premises	6,500.00    2,000.00  1,000.00  1,000.00  1,000.00 (Plus per diem and other expenses authorized for government employees/officials plus actual cost of hotel accommodation and transportation)			
<b>Request for Technology Transfer</b>		Technology Transfer		DITTB Personnel

TYPE OF SERVICE	FEES	FORMS	PROCESSING TIME	PERSON IN CHARGE
<b>Application</b>		Application Form		
Filing Fee (Exemption)	2,500.00			
Per exemption claimed	700.00			
Registration Fee (Exemption)	2,500.00			
Filing Fee (Compliance / Recordal)	2,500.00			
Registration Fee	2,500.00			
<b>Optional Registration as Resident Agent or Representative</b>				
Application for Registration (web-based listing)				
Trademark Agent	5,000.00			
Patent Agent	5,000.00			
Patent and Trademark Agent	5,000.00			
Resident Agent or Representative	5,000.00			
Application for Registration (not web-based listing)				
Trademark Agent	1,500.00			

TYPE OF SERVICE	FEES	FORMS	PROCESSING TIME	PERSON IN CHARGE
Patent Agent	1,500.00			
Patent and Trademark Agent	1,500.00			
Resident Agent or Representative	1,500.00			
Annual Re-Enlistment (web-based)				
Trademark Agent	2,000.00			
Patent Agent	2,000.00			
Patent and Trademark Agent	2,000.00			
Resident Agent or Representative	1,500.00			
Annual Re-Enlistment (not web-based listing)				
Trademark Agent	1,000.00			
Patent Agent	1,000.00			
Patent and Trademark Agent	1,000.00			
Resident Agent or Representative	1,000.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
<b>Electronic Filing</b>					
Invention	Big	Small			
Filing Fee	2,800.00	1,400.00			
For each sheet in excess of 30	24.00	12.00			
For each claim in excess of 5	240.00	120.00			
Request for right of priority	1,400.00	720.00			
Utility Model and Industrial Design					
Filing Fee	2,400.00	1,200.00			
For each sheet in excess of 30	24.00	12.00			
For each sheet in excess of 5 in Utility Model	160.00	80.0			
For each embodiment in excess of 1 in Industrial Design	1,300.00	600.00			
Request for right of priority	1,300.00	600.00			
Trademark					
Filing Fee (per class)	1,728.00	864.00			
Claim for Convention Priority	1,300.00	600.00			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
(per class)					
Claim of color, claim of distinctiveness (per class)	400.00	200.00			
Request for priority examination	4,160.00	2,080.00			
<b>General Fees</b>					
Certification Fee	370.00 Plus cost of reproduction, computer print-out				
Certified True Copy	500.00 Per type of document, plus cost of reproduction, computer print-out (in excess of 5 pages)				
Computer Print-out / Micro Fiche Print-out	20.00 per page				
	Big	Small			
Conference with the Examiner	1,000.00	Free			
IPO Box Rental	3,000.00 (Annual rental applicable to the calendar year in which payment is made)				
IPO Gazette	650.00 per copy				
Publication Fee	800.00 (minimum approximately ½ page)				



TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Reconstitution of Records (without fault of Office)	750.00 (plus other applicable fees such as certification fee, reproduction fee, and publication fee)				
Recordal / Annotation of:	Big	Small			
Invention					
1 <sup>st</sup> Assignment of application from small to big entity	5,500.00 (plus publication fee)	N/A			
1 <sup>st</sup> Assignment of issued patent from small to big entity	7,200.00 (plus publication fee)	N/A			
Any other assignment or document affecting title	700.00 (plus publication fee)	350.00 (plus publication fee)			
Utility Model and Industrial Design					
1 <sup>st</sup> Assignment of application from small to big entity	3,000.00 (plus publication fee)	N/A			
1 <sup>st</sup> Assignment of issued patent from small to big entity	4,000.00 (plus publication fee)	N/A			

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
<p>Any other assignment or document affecting title</p> <p>Trademarks</p> <p>1<sup>st</sup> Assignment of application from small to big entity</p> <p>1<sup>st</sup> Assignment of issued patent from small to big entity</p> <p>Any other assignment or document affecting title</p> <p>Updating of data such as change of name and change of address</p> <p>Other documents not required by the Office</p>	<p>400.00 (plus publication fee)</p> <p>3,000.00 (plus publication fee)</p> <p>5,500.00 (plus publication fee)</p> <p>700.00 (plus publication fee if applicable)</p> <p>700.00 (plus publication fee if applicable)</p> <p>600.00</p>	<p>200.00 (plus publication fee)</p> <p>N/A</p> <p>N/A</p> <p>350.00 (plus publication fee)</p> <p>350.00 (plus publication fee)</p> <p>300.00</p>			
<p>Reproduction/Photocopy: Prevailing rate will be determined and announced from time to time</p> <p>Domestic</p>	<p>3.50 per page</p>				

TYPE OF SERVICE	FEES		FORMS	PROCESSING TIME	PERSON IN CHARGE
Overseas	US\$ 10.00 for every set of 10 pages or fraction thereof				
Surcharge for late payment of fees where applicable	50% of the required fee				
Express charges, freight, postage, telephone, facsimile, including cost of paper and other related expenses, e-mail and other electronic communications, publication in the IPP website, publication in media other than the IPP Gazette	Actual cost plus handling fee equivalent to 20% of the actual cost				
Appeals/Petitions/Motions					
Appeal to a Bureau Director from a final order or decision	3,000.00				
Motion for reconsideration of the decision of Bureau Directors	3,000.00				
Appeal to the Director General	5,000.00				
Any other motion not specified in other parts of this section	Big	Small			
	650.00	500.00			

TYPE OF SERVICE	FEES	FORMS	PROCESSING TIME	PERSON IN CHARGE
Frontline Online Services				
e-Gazette Subscription Fee (full browse and download)				
12-month subscription	12,600.00			
Specific month subscription	1,200.00			
Back issue	500.00			
Trademark Online Search Subscription Fee (full browse and advanced search)				
12-month subscription package	12,600.00			
Specific month subscription package (for 1 month)	1,200.00			
Patent Online Search Subscription Fee (full browse and advanced search)				
12-month subscription package	38,500.00			
Specific month subscription package (for 1 month)	3,500.00			

TYPE OF SERVICE	FEES	FORMS	PROCESSING TIME	PERSON IN CHARGE
<p>Miscellaneous Fees</p> <p>Commemorative items</p> <p>CD-ROM or other electronic or machine-readable material</p> <p>Bid documents</p> <p>Use of IPP facilities such as training, seminar, etc.</p> <p>Training/Seminar Fees</p> <p>Such other costs chargeable by the Office, not classified herein, but are incidental to the delivery of the service</p>	<p>The rates of fees shall be determined and announced from time to time</p>			
<p><b>Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services</b>  <b>For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00</b></p>				

## **FILING OF PATENT APPLICATION**

### **Schedule of availability of service:**

**8:00 a.m. to 4:30 p.m.**

### **Who May Avail the Service**

1. The application may be filed by the actual inventor(s) or in the name of his heirs, legal representative or assigns.
2. The person commissioned to do the work under a contract
3. A corporation, company, organization etc., if the invention is a result of performance of his regularly assigned duties, unless there is an agreement, express or implied, to the contrary

### **What Are the Requirements**

#### **Invention Application**

1. Request Form for Grant of Patent (Triplicate copies) - 2 copies are considered
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the invention
  - a. The title
  - b. A brief statement of its nature and purposes
  - c. Complete and detailed enabling description
  - d. Distinct and explicit claim or claims of the invention which the applicant seeks to be protected – omnibus claim is also accepted
  - e. Abstract of the invention
4. Drawings necessary for the understanding of the invention, if any  
Size A4 = 29.7 cm x 21 cm (substance 20) – any paper size is considered  
Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm Left = 2.5 cm Right = 1.5 cm – informal drawings are acceptable
5. If the priority of an earlier filed application is being claimed, indicate the filing date and country of origin only.

## Utility Model

1. Request Form for a Registration of Utility Model (Triplicate Copies) – 2 copies are considered
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the utility model
  - a. The title
  - b. A brief statement of its nature and purposes
  - c. Complete and detailed enabling description
  - d. Distinct and explicit claim or claims of the invention which the applicant seeks to be protected
  - e. Abstract of the utility model
4. Drawings necessary for the understanding of the utility model, if any  
Size A4 = 29.7 cm x 21 cm (substance 20) – any paper size are considered  
Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm Left = 2.5 cm Right = 1.5 cm – informal drawings are acceptable.

## Industrial Design

1. Request Form for a Registration of Industrial Design (Triplicate Copies) -2 copies are considered
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the Industrial Design
  - a. The title
  - b. Brief explanation of the drawings
  - c. Characteristic features, if any
  - d. An omnibus claim for industrial design
4. Drawings and a “design” claim **If only drawings are submitted and there is no specification and design claim, it is acceptable.**  
Size A4 = 29.7 cm x 21 cm (substance 20) any paper size are considered  
Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm Left = 2.5 cm Right = 1.5 cm – informal drawings are acceptable

### Duration

30 minutes

### How to Avail the Service

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Patent Duty Officer	Patent Duty Officer receives the application from the Customer	10 seconds	Patent Duty Officer		Request Form for Grant of Patent or Registration of Utility Model and Industrial Design or National Phase Entry Form
3	Customer waits at the Receiving Area	Patent Duty Officer encodes the details in the Duty Officer Module	15 minutes	Patent Duty Officer		
4		The Duty Officer Module that the Patent Duty Officer uses issues an application number and the Patent Duty Officer writes the application number and stamps the date of receipt in the request form		Patent Duty Officer		



5		Patent Duty Officer prints the acknowledgement receipt and Notice of Submission of Priority Document under Rule 38 for PCT application with priority claim/s and affixes signature		Patent Duty Officer			
6		Patent Duty Officer forwards the acknowledgment receipt and notice (for PCT applications with priority claim) and documents to the Receiving Officer for stamping/validation of application		Patent Duty Officer			
7		Receiving Officer stamps/validates the application	10 minutes	Receiving Officer			
8	Customer receives documents from the Receiving Officer	Receiving Officer gives acknowledgement receipt and other documents to the customer		Receiving Officer			
9	Customer gets a queuing number from the guard then proceeds to the Cashier Section		10 seconds	Guard-on-Duty			
10	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Invention		SOA and other Documents
					Big 3,600.00	Small 1,800.00	
					Utility Model and Industrial Design		

					Big 3,000.00	Small 1,500.00	
11	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel			
12	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel	None		
END OF TRANSACTION							
<p><b>Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services</b>  <b>For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00</b></p>							

## **ANNUITY PAYMENTS**

### **Schedule of availability of service:**

8:00 a.m. to 4:30 p.m.

### **Who may avail the service**

Patent Applicants

### **What are the requirements**

1. Request form for payment of annual fees (Triplicate copies)
2. Under R.A. 165 indicate the patent no., issued date, applicant/patentee and title of the invention, check and fill-up the details of payments.
3. Under 8293 indicate the patent no., filing date, publication date, applicant/patentee and title of the invention, check and fill-up the details of payments.

### **Duration**

10 minutes

**How to avail the service**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
1	Customers enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the request form for payment of annual fee to the Patent SOA Duty Officer	Patent SOA Duty Officer receives the request form of annuity payment from the customer	5 seconds	Patent SOA Duty Officer		Request Form for Payment of Annual Fee
3	Customer waits at the Receiving Area	Patent SOA Duty Officer encodes the detail in the FMS (Fee Management System)	8 minutes	Patent SOA Duty Officer		
4		Patent SOA Duty Officer prints the prepares SOA and affixes signature		Patent SOA Duty Officer		
5	Customer receives the annuity form from the SOA Duty Officer		5 seconds	Patent SOA Duty Officer		

6	Customer gets a queuing number from the guard then proceeds to the Cashier Section		10 seconds	Guard-on-Duty																																				
7	Customer gives payment, SOA and the form of annuity payment to the cashier personnel	Cashier personnel receives the payment, SOA and the form of annuity payment	5 seconds	Cashier Personnel	Each payment starts from the 5 <sup>th</sup> year and is paid yearly up to the 20 <sup>th</sup> year	SOA and the form of annuity payment																																		
					<table border="1"> <thead> <tr> <th>Big</th> <th>Small</th> </tr> </thead> <tbody> <tr><td>2,700.00</td><td>1,350.00</td></tr> <tr><td>3,600.00</td><td>1,800.00</td></tr> <tr><td>4,500.00</td><td>2,250.00</td></tr> <tr><td>5,400.00</td><td>2,700.00</td></tr> <tr><td>7,200.00</td><td>3,600.00</td></tr> <tr><td>9,000.00</td><td>4,500.00</td></tr> <tr><td>11,600.00</td><td>5,800.00</td></tr> <tr><td>14,400.00</td><td>7,200.00</td></tr> <tr><td>17,000.00</td><td>8,500.00</td></tr> <tr><td>20,700.00</td><td>10,350.00</td></tr> <tr><td>24,300.00</td><td>12,150.00</td></tr> <tr><td>27,800.00</td><td>13,900.00</td></tr> <tr><td>31,400.00</td><td>15,700.00</td></tr> <tr><td>37,700.00</td><td>18,850.00</td></tr> <tr><td>45,300.00</td><td>22,650.00</td></tr> <tr><td>54,300.00</td><td>27,150.00</td></tr> </tbody> </table>	Big	Small	2,700.00	1,350.00	3,600.00	1,800.00	4,500.00	2,250.00	5,400.00	2,700.00	7,200.00	3,600.00	9,000.00	4,500.00	11,600.00	5,800.00	14,400.00	7,200.00	17,000.00	8,500.00	20,700.00	10,350.00	24,300.00	12,150.00	27,800.00	13,900.00	31,400.00	15,700.00	37,700.00	18,850.00	45,300.00	22,650.00	54,300.00	27,150.00	
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					Annual Fee for each claim in excess of 5 (5 <sup>th</sup> and 20 <sup>th</sup> ) due and payable at the same time as the applicable Annual Fee listed above																																			

					Big 350.00	Small 175.00	
8	Customer waits for official receipt and the form of annuity payment	Cashier personnel validates SOA and the form of annuity payment and prepares official receipt	2 minutes per document	Cashier Personnel			
9	Customer receives official receipt and the copy of their form of annuity payment from the cashier personnel	Cashier personnel gives the official receipt, and the validated form of annuity payment to the customer	5 seconds	Cashier Personnel			
END OF TRANSACTION							
<p><b>Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services</b>  <b>For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00</b></p>							

## **FILING OF TRADEMARK APPLICATION**

### **Schedule of availability of service:**

8:00 a.m. to 4:30 p.m.

### **Who May Avail the Service**

Trademark Applicants

### **What Are the Requirements**

1. Request for Trademark Registration
2. Name and address of the applicant
3. Name of a State in which the applicant is a national or where he has domicile; and the name of a State in which the applicant has a real and effective industrial or commercial establishment, if any
4. Where the applicant is a juridical entity, the law under which it is organized and existing
5. The appointment of an agent or representative, if an applicant is not domiciled in the Philippines
6. Where the applicant claims the priority of an earlier application, an indication of:
  - a. The name of the State with whose national office the earlier application was filed or if filed with an office other than a national office, the name of that office
  - b. The date on which the earlier application was filed
  - c. Where available, the application number of the earlier application
7. Where the applicant claims color as a distinctive feature of the mark, a statement to that effect as well as the name or names of the color or colors claimed and an indication, in respect of each color of the principal parts of the mark which are in that color
8. Where the mark is a three-dimensional mark, a statement to that effect
9. One or more reproductions of the mark, as prescribed in Regulations
10. A transliteration or translation of the marks or of some parts of the mark, as prescribed in Regulations

11. The names of the goods or services for which the registration is sought, grouped according to the classes of the Nice Classification together with the number of the class of said Classification to which each group of goods or services belong
12. A signature by, or other self-identification of, the applicant or his representative

**Duration**

Average of 2 minutes per document

**How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Trademark Duty Officer	Trademark Duty Officer receives the application from the Customer	10 seconds	Trademark Duty Officer		Request Form for Registration of Trademark
3	Customer waits at the Receiving Area	Trademark Duty Officer encodes the details in the TEAMS (Trademark System)	average of 2 minutes per document	Trademark Duty Officer		
4		Trademark Duty Officer prints the acknowledgement receipt and SOA and affixes signature		Trademark Duty Officer		
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer		



6	Customer proceeds to the guard to get a queuing number. Signs in the payment log sheet and waits his/her number to be called		10 seconds	Guard on Duty		
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel		SOA and other Documents
					Big 2,160.00	
8	Customer waits for official receipt, SOA, and documents filed for validation	The cashier personnel issues an application number and stamps the date of receipt in the request form. Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		

END OF TRANSACTION

**Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services  
For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00**

## **FILING OF INTERNATIONAL TRADEMARK APPLICATION (MADRID PROTOCOL)**

### **Schedule of availability of service:**

8:00 a.m. to 4:30 p.m.

### **Who May Avail the Service**

Trademark Applicants

### **What Are the Requirements**

1. Accomplished form MM2
2. Name and address of the applicant
3. Where the mark is a three-dimensional mark, a statement to that effect
4. One or more reproductions of the mark, as prescribed in Regulations
5. The names of the goods or services for which the registration is sought, grouped according to the classes of the Nice Classification together with the number of the class of said Classification to which each group of goods or services belong
6. Designated contracting parties
7. Payment of handling fee P 2181.60

### **Duration**

Average of 2 minutes per document

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal	Person in Charge	Fees	Form
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			Circumstances)			
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the Trademark Duty Officer	Trademark Duty Officer receives the application from the Customer	10 seconds	Trademark Duty Officer		Request Form for Registration of Trademark
3	Customer waits at the Receiving Area	Trademark Duty Officer retrieves the record from the database using the application/registration number in the form	average of 2 mins per document	Trademark Duty Officer		
4		Trademark Duty Officer prints the acknowledgement receipt and SOA and affixes signature		Trademark Duty Officer		
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer		
6	Customer proceeds to the guard to get a queuing number. Signs in the payment log sheet and waits his/her number to be called		10 seconds	Guard on Duty		
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	2,160.00	SOA and other Documents
8	Customer waits for official receipt, SOA, and documents	The cashier personnel stamps the date of receipt in	Average of 2 minutes per	Cashier Personnel		

	filed for validation	the request form. Cashier personnel validates SOA and documents filed by customer and prepares official receipt	document			
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		
END OF TRANSACTION						
<p><b><i>Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00</i></b></p>						

## **RELEASING OF TRADEMARK CERTIFICATES**

### **Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

### **Who May Avail the Service**

Trademark Applicants

### **What Are the Requirements**

Notice of Allowance

### **Duration**

10 minutes

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the	Trademark Releasing	5 minutes	Trademark		

	Trademark Releasing Officer and hands documents	Officer receives documents from Customer and verifies documents		Releasing Officer		
3	Customer waits at the Receiving Area	Trademark Releasing Officer retrieves certificate of registration	5 minutes	Trademark Releasing Officer		
4	Customer accepts trademark certificate of registration	Trademark Releasing Officer gives certificate of registration to customer	10 seconds	Trademark Releasing Officer		
END OF TRANSACTION						

## **RECEIVING OF RESPONSES AND OTHER DOCUMENTS SUPPLEMENTARY TO THE APPLICATION**

### **Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

### **Who May Avail the Service**

Trademark Applicants

### **What Are the Requirements**

Response to the Official Action Letter sent by the examiner.

### **Duration**

Average of 2 minutes per document

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the	Trademark Receiving	5 minutes	Trademark		

	Trademark Receiving Officer and hands the documents	Officer receives documents from Customer and verifies documents		Receiving Officer		
3	Customer waits at the Receiving Area	Trademark Receiving Officer stamps "received"	5 minutes	Trademark Receiving Officer		
4	Customer gets the duplicate copy of the received document	Trademark Receiving Officer gives the duplicate copy of the received document to the applicant	10 seconds	Trademark Receiving Officer		
END OF TRANSACTION						



## **FILING OF DECLARATION OF ACTUAL USE (DAU)**

### **Schedule of availability of service:**

8:00 a.m. to 4:30 p.m.

### **Who May Avail the Service**

Trademark Applicants / Registrants

### **What Are the Requirements**

1. Duly filled-out and notarized DAU form
2. One Label of the mark or other evidence of use

### **Duration**

Average of 2 minutes per document

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands the application to the	Trademark Duty Officer receives the DAU form from the Customer	10 seconds	Trademark Duty Officer		DAU Form

	Trademark Duty Officer						
3	Customer waits at the Receiving Area	Trademark Duty Officer retrieves the records from the database using the application/registration number indicated in the DAU form	Average of 2 minutes per document	Trademark Duty Officer			
4		Trademark Duty Officer prints the SOA and affixes signature		Trademark Duty Officer			
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer			
6	Customer proceeds to the guard to get a queuing number, signs in the payment log sheet and waits his/her number to be called		10 seconds	Guard-on-Duty			
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Big 1,600.00/ class	Small 800.00/ class	SOA and DAU form
8	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel			
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel			
END OF TRANSACTION							

**Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services  
For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00**

**FILING OF 5<sup>TH</sup>/ 10<sup>TH</sup> YEAR AFFIDAVIT OF USE (AFU)**

**Schedule of availability of service:**

8:00 a.m. to 4:30 p.m.

**Who May Avail the Service**

Trademark Registrants

**What Are the Requirements**

1. Duly filled-out and notarized 5<sup>th</sup>/10<sup>th</sup> year Affidavit of Use (AFU)
2. One label of the mark or other evidence of use

**Duration**

Average of 2 minutes per document

**How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass

	I.D. with picture and signs in the visitor's logbook						
2	Customer proceeds to the Receiving Section and hands the application to the Trademark Duty Officer	Trademark Duty Officer receives the document from the Customer	10 seconds	Trademark Duty Officer		Request for Renewal	
3	Customer waits at the Receiving Area	Trademark Duty Officer retrieves the records from the database using the registration number indicated in the document	Average of 2 minutes per document	Trademark Duty Officer			
4		Trademark Duty Officer prints the SOA and affixes signature		Trademark Duty Officer			
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer			
6	Customer proceeds to the guard to get a queuing number, signs in the payment logsheet and waits his/her number to be called		10 seconds	Guard-on-Duty			
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Big	Small	SOA and Request for Renewal
					5 <sup>th</sup> AFU		
					2,000.00 / class	1,000.00/ class	
					10 <sup>th</sup> AFU		
					4,000.00/ class	2,000.00/ class	
8	Customer waits for official	Cashier personnel validates	Average of 2	Cashier Personnel			

	receipt, SOA, and documents filed for validation	SOA and documents filed by customer and prepares official receipt	minutes per document			
9	Customer receives official receipt and validated and documents from the Cashier Personnel	Cashier personnel gives the official receipt, and validated documents to the customer	5 seconds	Cashier Personnel		
END OF TRANSACTION						
<p><b>Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services</b>  <b>For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00</b></p>						

## **FILING OF REQUEST FOR RENEWAL OF TRADEMARK**

### **Schedule of availability of service:**

8:00 a.m. to 4:30 p.m.

### **Who May Avail the Service**

Trademark Registrants

### **What Are the Requirements**

1. Request for Renewal

### **Duration**

Average of 2 minutes per document

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the Receiving Section and hands	Trademark Duty Officer receives the renewal form	10 seconds	Trademark Duty Officer		Request for Renewal

	the application to the Trademark Duty Officer	from the Customer					
3	Customer waits at the Receiving Area	Trademark Duty Officer retrieves the records from the database using the registration number indicated in the renewal form	Average of 2 minutes per document	Trademark Duty Officer			
4		Trademark Duty Officer prints the SOA and affixes signature		Trademark Duty Officer			
5	Customer receives documents from the Trademark Duty Officer	Trademark Duty Officer gives documents to the customer		Trademark Duty Officer			
6	Customer proceeds to the guard to get a queuing number, signs in the payment logsheet and waits his/her number to be called		10 seconds	Guard-on-Duty			
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Big 5,500.00 / class	Small 2,750.00/ class	SOA and Request for Renewal
8	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel			
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel			

END OF TRANSACTION

*Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services  
For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00*

**FILING OF INTER PARTES AND ADMINISTRATIVE CASES**

**Schedule of availability of service:**

**8:00 a.m. to 5:00 p.m.**

**Who May Avail the Service**

For Inter Partes Cases – Parties-in-interests (e.g. those who oppose trademark application or petition the cancellation of trademark registrations because they believe that their interests are or will be damaged or injured by the registration of the trademark; interested persons who petition the cancellation of patent or utility model or industrial design registration based on the grounds cited in the IP Code.

For IPR violation cases – IPR and related rights owners/holders

**What Are the Requirements**

1. Written and verified opposition to trademark application or petition for cancellation or complaint for IPR violation
2. Certification of non-forum shopping
3. Payment of Fees
4. Supporting documents, e.g. appropriate proof of authorizations or Special Power of Attorney, documentary evidence and affidavits, etc.

\*The case must be filed within the reglementary periods as provided in the IP Code and the rules and regulations. For IPV cases, the complaint must expressly state in the complaint that the complainant is seeking the award of damages which must not be less than Php 200,000.00



**Duration**

10 – 15 minutes

**How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	1. Guard verifies the identity of the customer	1 minute	Guard-on-Duty		Visitor's Pass
		2. Guard issues Visitor's Pass				
2	Customer hands the pleading to the person in charge	Person in charge examines the pleading	3 minutes	BLA Receiving Personnel		
		Receiving Officer prepares and prints SOA. Affixes its signature then issues to the customer				
3	Customer secures queuing number from the guard for payment of fees	Guard issues queuing number	30 seconds	Guard-on-Duty		
4	Customer proceeds to the Cashier Section for the payment of fees and wait for his/her number to be	Guard informs the customer to proceed to Cashier Section waiting area, and to wait for his number to be	10 seconds	Guard-on-Duty		

	called	called					
5	Customer proceeds to the Cashier personnel (once called) then gives the document/pleading, SOA and its payment	Cashier personnel receives the document/pleading from the customer together with the SOA and its payment	5 seconds	Cashier Personnel			
6	Customer waits for Official Receipt together with his/her document/pleading	Cashier personnel validates the SOA together with the payment and other documents given by the customer	5 minutes	Cashier Personnel	Trademarks		SOA and other documents
					Big 12,200.00	Small 8,600.00	
		Invention					
		16,000.00			10,400.00		
		Utility Model / Industrial Design					
		10,400.00			7,700.00		
END OF TRANSACTION							
<p><b>Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services</b>  <b>For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00</b></p>							

## **RECEIVING OF COMMUNICATIONS**

### **Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

### **Who May Avail the Service**

1. Any person with communication for IP Philippines
2. Trademark and Patent Applicants
3. Personnel from Post Offices

### **What Are the Requirements**

None

### **Duration**

Average of 2 minutes for documents of trademark and average of 7 minutes per document for patents

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass

	in the visitor's logbook					
2	Customer gives communication to Receiving Officer	Receiving Officer accepts communication	5 seconds	Receiving Officer	None	
3		Receiving Officer records communication in the system (for Patents without payment)	Average of 2 minutes	Receiving Officer	None	
4		Receiving Officer stamps documents with "Received" and affixes signature and stamps the transmittal letter thru slip printer with application number, document number, time and date and name of the receiver (if Patents) and stamps documents with "Received" and affixes signature (trademark and attachments for patents)	Average of 2 minutes per document for trademarks and average of 5 minutes per document for patents	Receiving Officer	None	
5	Customer gets receiving copy from the Receiving Officer	Receiving Officer gives the receiving copy to the customer	5 seconds	Receiving Officer	None	
END OF TRANSACTION						

## **PAYMENT OF FEES AT THE CASHIER**

### **Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

### **Who May Avail the Service**

Any person transacting with IP Philippines

### **What Are the Requirements**

Documents needed for the transaction (i.e. Application Forms, etc.)  
Statement of Account (SOA)

### **Duration**

Average of 2 minutes per document

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer gets a SOA from concerned IPP personnel	Concerned IPP personnel prepares and gives SOA to	3 minutes	Duty Officers Receiving Officers		

	(depending on the transaction)	customer				
3	Customer proceeds to the guard to get a queuing number. Signs in the payment log sheet and waits his/her number to be called.		10 seconds	Guard-on-Duty		
4	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	Refer to schedule of fees	SOA and other Documents
5	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
6	Customer receives official receipt and validated documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		
END OF TRANSACTION						

## **INFORMATION SERVICES**

### **Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

### **Who May Avail the Service**

Any person who would like to file for grant of patent or registration of utility model, industrial design, and trademark

### **What Are the Requirements**

None

### **Duration**

10 minutes

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer proceeds to the Information Area and relays his/her queries to the	Information Officer will request the customer to log first, determines the needs	5 minutes	Information Officer		

	Information Officer	of the customer				
3		Information Officer provides the customer with needed information and forms to be filled-up (based on customer's needs)	5-10 minutes	Information Officer		
	In case TM and Patent Search is requested:					
4	Customer provides the Information Officer the needed data for the search	Information Officer assists the customer in searching for filed TM and/patent applications in the system (online)	5-10 minutes	Information Officer		
END OF TRANSACTION						



## **INQUIRY ON FILING OF TECHNOLOGY TRANSFER MANAGEMENT**

### **Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

### **Who May Avail the Service**

Any person who would like to file for a technology transfer

### **What Are the Requirements**

None

### **Duration**

10 minutes

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer proceeds to the DITT Bureau and relays his/her queries to the	Receiving Officer determines the information needed by the customer	5 minutes	Receiving Officer		

	Receiving Officer					
3		Receiving Officer provides the customer with needed information	5 minutes	Receiving Officer		
END OF TRANSACTION						

## **FILING FOR TECHNOLOGY TRANSFER MANAGEMENT**

### **Schedule of availability of service:**

**8:00 a.m. to 5:00 p.m.**

### **Who May Avail the Service**

Any person who would like to file for a technology transfer

### **What Are the Requirements**

For Exemption:

1. Letter of Request under oath and addressed to the DITTB Director
2. Sworn statement that the agreement is not subject of any judicial, administrative, or other preceding
3. 2 copies of executed/notarized or draft agreement
4. Secretary Certificate (Board Resolution) for both licensee and licensor
5. List of all Trademark and/or Patent covered by the agreement (with corresponding registration number)
6. Certified true copy of BOI and/or PEZA Certification of Registration, if applicable
7. Justification under oath
8. Application Form for Request of Technology Transfer
9. Other documents as may be required by DITTB

For Pre-Clearance:

1. Letter of Request addressed to the DITTB Director
2. 2 copies of draft agreement
3. Secretary Certificate (Board Resolution) for both licensee and licensor

For Compliance and Clearance Prior to Recordal of Trademark Licensing Agreements:

1. Letter of Request under oath and addressed to the DITTB Director
2. Sworn statement that the agreement is not subject of any judicial, administrative, or other preceding
3. 2 copies of original executed/notarized agreement
4. Secretary Certificate (Board Resolution) for both licensee and licensor
5. Certified true copy of BOI and/or PEZA Certification of Registration, if applicable
6. Application Form for Request of Technology Transfer
7. Other documents as may be required by DITTB

**Duration**

15 minutes

**How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass
2	Customer proceeds to the DITT Bureau submits documents to the Receiving Officer	Receiving Officer checks the documents for completeness	2 minutes	Receiving Officer		Request for Technology Transfer
3		Receiving Officer prepares the SOA and affixes his/her signature	3 minutes	Receiving Officer		

4	Customer receives SOA from the Receiving Officer	Receiving Officer gives the SOA to the customer	5 seconds	Receiving Officer		
5	Customer proceeds to the Cashier Section and gets a queuing number from the guard		10 seconds	Guard-on-Duty		
6	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	For Pre-Clearance and Clearance Prior to Recordal of TLAs: 2,500.00 (Filing Fee)  For Exemption and Compliance: 2,500.00 (Filing Fee) 2,500.00 (Registration Fee)	SOA and other Documents
7	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
8	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		
9	Customer returns to the Receiving Officer to submit the documents	Receiving Officer accepts documents, checks that fees have been paid, and prepares the folder with application number and name of parties in the agreement	5 minutes	Receiving Officer		
END OF TRANSACTION						

**Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services  
For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00**

**REQUEST FOR PATENT SEARCH**

**Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

**Who May Avail the Service**

Any person who would like to file for a patent application

**What Are the Requirements**

None

**Duration**

10 minutes

**How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty		Visitor's Pass

2	Customer proceeds to the DITT Bureau submits the request to the Receiving Officer	Receiving Officer accepts request form from the customer	5 seconds	Receiving Officer		Request for Patent Search
3		Receiving Officer prepares the SOA and affixes his/her signature	3 minutes	Receiving Officer		
4	Customer receives SOA from the Receiving Officer	Receiving Officer gives the SOA to the customer	5 seconds	Receiving Officer		
5		Receiving Officer gives advice to the client what is the most beneficial kind of search for his/her request (equivalent, compound, comprehensive)	2 minutes	Receiving Officer		
6	Customer proceeds to the Cashier Section and gets a queuing number from the guard		10 seconds	Guard-on-Duty		
7	Customer gives payment, SOA, and other documents to Cashier personnel	Cashier personnel receives payment and SOA and other documents	5 seconds	Cashier Personnel	3,250.00 (Equivalent Search and/or Compound per se Search)  10,350.00 (All other types of patent search - Comprehensive Search)  14,500.00 (Soap, Detergent, Lotion,	SOA and other Documents

					Shampoo, and other Crowded Art)	
8	Customer waits for official receipt, SOA, and documents filed for validation	Cashier personnel validates SOA and documents filed by customer and prepares official receipt	Average of 2 minutes per document	Cashier Personnel		
9	Customer receives official receipt and validated SOA and documents from the Cashier Personnel	Cashier personnel gives the official receipt, SOA, and validated documents to the customer	5 seconds	Cashier Personnel		
10	Customer returns to the Receiving Officer to submit the documents	Receiving Officer accepts documents and checks that fees have been paid	30 seconds	Receiving Officer		
END OF TRANSACTION						
<p><b>Note: All fees plus 1% Legal Research Fund (LRF) except for seminar fees, bid documents, bonds, and photocopying services</b>  <b>For single filing where the fee is below Php 200.00, the LRF is automatically Php 2.00</b></p>						



## **LIBRARY SERVICES**

### **Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

### **Who May Avail the Service**

Any person who would like to search documents, articles, or decisions on intellectual property

### **What Are the Requirements**

Valid ID for borrowing/photocopying library materials

### **Duration**

10 minutes (excluding the time it takes the customer to read the materials)

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer proceeds to the Library and request for assistance from the	Librarian processes information needed by the customer and locates the	5-8 minutes	Librarian		

	Librarian/Library Staff or search manually using indices or search in the electronic database	material/s needed				
3	Customer studies/reads the documents/materials		Depending on the customer			
	If photocopying of the document is requested:					
4	Customer logs document to be borrowed in the logbook and surrenders his/her ID to the Librarian	Librarian gets ID from the customer	1 minute	Librarian/Library Staff		Borrower's Logbook
5	Customer proceeds to the photocopying area and have the documents photocopied		Depending on the volume of documents to be photocopied			
6	Customer proceeds to cashier and pays for photocopying services	Cashier issues Official Receipt upon payment	5 minutes	Cashier	3.50/page	
6	Customer returns documents/materials to the Librarian / Library Staff	Librarian receives the borrowed material from the customer and returns it to where it is filed/stored	2 minutes	Librarian / Library Staff		
END OF TRANSACTION						

## **REQUEST OF PRINTOUT OF DOCUMENTS FROM THE LIBRARY DATABASE**

### **Schedule of availability of service:**

8:00 a.m. to 5:00 p.m.

### **Who May Avail the Service**

Any person who would like to obtain print copies of documents, articles, or decisions on intellectual property

### **What Are the Requirements**

None

### **Duration**

20 minutes

### **How to Avail the Service**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Customer enters the building and secures visitor's pass from the guard by providing a valid I.D. with picture and signs in the visitor's logbook	Guard verifies the identity of the customer	20 seconds	Guard-on-Duty	None	Visitor's Pass
2	Customer proceeds to the Library and request for assistance from the Librarian	Librarian gets needed information from the customer and assists the	15 minutes	Librarian		

	by searching in the electronic database	customer in searching in the electronic database				
3	Customer requests for printout of the documents from the database	Librarian prepares SOA for the payment for the cost of the printout, affixes his/her signature in the SOA, and gives it to the customer	2 minutes	Librarian		
4	Customer proceeds to the Cashier Section and gets a queuing number from the guard		10 seconds	Guard-on-Duty		
5	Customer gives payment and SOA to Cashier personnel	Cashier personnel receives payment and SOA from the customer	5 seconds	Cashier Personnel	20.00 per page	SOA
6	Customer waits for official receipt and SOA	Cashier personnel validates SOA prepares official receipt	2 minutes	Cashier Personnel		
7	Customer receives official receipt and validated SOA from the Cashier Personnel	Cashier personnel gives the official receipt and SOA to the customer	5 seconds	Cashier Personnel		
8	Customer returns to the Library and gives the Librarian the validated SOA and official receipt	Librarian accepts SOA and official receipt	10 seconds	Librarian		
9	Customer receives printout of documents	Librarian prints the documents and gives it to the customer	3 seconds per page (depends on the number of pages)	Librarian		
END OF TRANSACTION						