

GUIDELINES FOR FILLING UP ONLINE APPLICATION FORM FOR SUPPORT FOR INTERNATIONAL PATENT PROTECTION IN ELECTRONICS & IT (SIP-EIT II)

The online application for Support for International Patent Protection in Electronics & IT will be accepted in two parts i.e. PART I and PART II.

The PART I will consist of filling up the basic details such as information about the applicant, Invention and patent agent(s)/attorney(s). While, in PART II you will be required to upload the requisite documents.

Please carefully go through the guidelines in order to know what all details you need to fill up in PART I and documents to be uploaded in PART II.

PART I Online Application Registration Form:

I) APPLICANT INFORMATION:

1.1. Tick the category (ies) under which your company is registered. The Categories are as follows:

- a) The Applicant should be registered under the MSME Development Act 2006 of Government of India as amended from time to time as a MSME unit as per the criteria for such registration
- b) The applicant should be a registered company under the Companies Act 2013 of Government of India and should fulfill the investment limits in plant and machinery or equipment as defined in the MSME Development Act 2006 of Government of India as amended from time to time
- c) The applicant should be a registered STP Unit and should fulfill the investment limits in plant and machinery or equipment as defined in the MSME Development Act 2006 of Government of India as amended from time to time
- d) The applicant should be a technology incubation enterprise or a startup located in an incubation centre/ park and registered as a company

Enter the registration number of the company as mentioned in the registration proof corresponding to each category you selected.

1.2 Enter Name of the Company (as mentioned in the registration proof)

1.3 Mention the nature of Company's principle business activity

1.4 If any Patent(s) have been filed/granted previously in the name of the Applicant/Company, then click Yes else No. If yes, then enter the number of national and/or International Patent(s) filed/or and granted in the provided columns.

1.5. If any Patent(s) have been filed earlier under this scheme then tick Yes else No. If Yes, then enter the number of Patent(s) filed under the scheme

Note: You have to tick No, If you are applying for the first time under this scheme.

II) DETAILS OF PRESENT INVENTION/PATENT:

2.1. Enter the Title of the Invention.

2.2 Enter the details of the Inventor(s) which include: Name, Designation and Qualification.
Note: In case of more than two inventors click on the (+) button to add more records.

2.3 Select whether the R&D for invention is in-house or collaborative. If collaborative provide details of the type of collaboration.

2.4 Select whether the Indian Patent Application has been filed or not.

If Yes,

Please provide the following details:

a) Filing Number

b) Filing Date

If No,

Then you have to attach the copy of waiver under “section 39” (Direct foreign filing license) in part II of the form.

2.5 If the International application is already filed then Tick Yes, else No. If Yes, then tick the route of filing as applicable, which can be PCT, Paris Convention or Direct Foreign Filing.

2.6 Tick as appropriate whether the Applicant is an individual or company. If individual, then select whether Employee or Member of Board of Directors.

2.7 Enter Applicant's Name as mentioned in the Patent Application already filed.

2.8 In the textbox provided, please type the name of the country (ies) in which International Patent Application has been filed or proposed to be filed.

III) DETAILS OF PATENT AGENT(S)/ATTORNEY(S)

3.1 Enter Name of Patent Agent/ Attorney firm

3.2 Enter the name of Contact Person along with contact number

3.3 Enter the address of the firm

3.4. Specify the number of years in handling international patents

PART II REGISTRATION

List of Important Documents to be Uploaded:

- 1 In case you are an MSME unit under MSME Development Act 2006, then upload scanned copy of Registration Certificate in *.pdf format
Or

- 2 In case you are a Company under Companies Act of Government of India then upload scanned copy of Registration Certificate in *.pdf format
Or
- 3 In case you are a registered Software Technology Park of India unit, then upload scanned copy of such Registration
Or
- 4 In case you are a Technology Incubation Enterprise/Startup and registered as a company, then upload a scanned copy of Registration Certificate issued by a competent authority in *.pdf format and a certification from the incubation centre/park in *.pdf format
- 5 Upload a scanned copy of last audited Balance Sheet in *.pdf format
- 6 If Applicant is an employee or Member of Board of Directors, it has to be substantiated by Documentary proof and uploaded in *.pdf format
- 7 Upload the copy of product brochure if any
- 8 Upload the copy of latest Annual Report, if any
- 9 Copy of official filing receipt (OFR) with Indian Patent Office or copy of waiver under section 39 of Indian Patent Act in case of patent application filed in countries outside India
- 10 If you have applied for PCT/ Paris Convention or Direct International Filing, then upload the copy of proof of the same in *.pdf format(A consolidated copy can suffice)
- 11 Attach the copy of technical write-up of invention duly fill it up as per the format of technical writeup and upload the same in *.pdf format
- 12 Upload the patent search report in *.pdf format
- 13 Attach a duly filled scanned copy of Details for transfer of e-payments, as per the format and upload the same in *.pdf format.
- 14 Attach a scanned copy of Declaration form duly signed and sealed as per the format and upload the same in *.pdf format.
- 15 A statement by the auditor of the enterprise that they fulfill the criteria of investment in plant and machinery or investment in capital equipment (as the case may be) as stipulated in the MSMED Act 2006. Upload the same in *.pdf format.

Any query regarding the scheme, can be sent to ipr@deity.gov.in