



**INTELLECTUAL  
PROPERTY INDIA**

Patents/Designs/  
Trade Marks/  
Geographical Indications.



**सत्यमेव जयते**

**Government of India**

Office of The Controller General of  
Patents, Designs & Trade Marks  
BoudhikSampadaBhawan  
S.M. Road, Antop Hill  
Mumbai-400037

(Tel): 022-24132735

022-24123388

(Fax): 022-24123322

(Email): [cgooffice-mh@nic.in](mailto:cgooffice-mh@nic.in)

(Website): [www.ipindia.nic.in](http://www.ipindia.nic.in)

CG/PAE-2018 / 2019/ 15.1.2019 / 151

Dated: 01.2019

The candidates who have qualified Patent Agent Examination-2018 may submit their application for registration as a patent agent in Form-22 along with requisite fee (fee for registration and continuation in one financial year) and following documents:

1. Self attested copy for proof of Date of Birth (Passport/ PAN/Voter id/ Aadhar/ Birth Certificate / School leaving certificate / Mark sheet / Driving license/ Govt. issued id card)
2. Self attested copy for proof of degree in Science/ Engineering / Technology as per section 126 (1) (c) of the Patents Act, 1970.
3. Self attested copy of proof of Citizenship (Passport / Voter ID / Certificate of Nationality)
4. Character Certificate in original by a Gazetted Officer.

*O.P. Gupta*  
15/1/19

Controller General of Patents  
Designs & Trademarks

### **Important notes to the applicants**

1. The Form-22 along with all documents, DD / banker's cheque shall be sent to:

The Office of Controller General of Patents, Designs and Trademarks  
Boudhik Samapada Bhavan, S M Road, Antop Hill  
Mumbai-400037

2. The demand draft / banker's cheque is required to be drawn in favour of ***Controller of Patents, payable at Mumbai.***

3. Fee for continuation is counted for financial year. Applicant can apply for registration after the end of financial year 2018-19 i.e. from 1<sup>st</sup> April, 2019 also. However there is no bar on applying for same as on date.

4. Candidate can pay for the continuation fee for more than 1 year. The fee for registration and the continuation may be clubbed together and a single DD/ banker's cheque may be drawn.

5. This office is working on facility to apply for registration through online mode. Same may be available in due course of time. After online application an applicant will be required to send all original documents to the address in sr. no. 1.

## Procedure for filing online request for registration as a patent agent under section 126 of the Patents Act, 1970

1. Visit <https://ipindiaonline.gov.in/eAgentfiling/goForLogin/doLogin>
2. Use your login Id and password which was used for registration for patent agent examination-2018. You can also retrieve User Id / Password.
3. You can edit your personal details in the module. No other details can be edited. If required, an application on plain paper may be sent to this office while sending all the records as prescribed in as sr. no. 7.
4. Following documents shall be uploaded:
  - A. Proof of age [Self attested copy for proof of Date of Birth (Passport/ PAN/Voter Id/ Aadhar/ Birth Certificate / School leaving certificate / Mark sheet / Driving license/ Govt. issued id card)]
  - B. Self attested copy for proof of degree in Science/ Engineering / Technology as per section 126 (1) (c) of the Patents Act, 1970. In case original degree certificate has not been collected yet, provisional degree shall be accepted with a declaration that original will be submitted as and when same is collected from the concerned authority. Both (provisional degree and declaration) shall be scanned together and uploaded.
  - C. Self attested copy of proof of Citizenship (Passport / Voter ID / Certificate of Nationality). Otherwise an affidavit declaring applicant being an Indian citizen may be submitted in original. Affidavit must include father's name, address, photograph of applicant, a reference to the certificate submitting in respect of proof of age / degree certificate.
  - D. Character Certificate in original by a Gazetted Officer.
  - E. Marriage certificate, if required to be uploaded can be clubbed with character certificate.
  - F. **No** photograph or signature is required to be uploaded.

### Online Payment

5. Rs. 4000/- is required to be paid as (fee for registration Rs. 3200/- and one year continuation Rs. 800/-). Fee for continuation is counted for financial year i.e. from 1st April 20XX to 31st March 20YY (YY=XX+1).
6. Fee for continuation is considered from the date of registration as a patent agent.

**Illustration:-** A candidate paid fee on 25.02.2019. His name was entered in register on 01.04.2019. His name shall be continued from 01.04.2019-31.03.2020.

### Hard Copy to be sent

1. After all due formalities as above the application i.e.
  - a. Form-22 is original,
  - b. 2 passport size photograph,
  - c. specimen signature,
  - d. self attested copies of documents in sr. no. 4 A-C, E above as applicable,
  - e. any declaration in original,
  - f. admit card signed by the candidate and the invigilator (in original or photocopy) and
  - g. Character certificate by a gazetted officer (in original) shall sent to

**Office of Controller General of Patents, Designs & Trade Marks,  
Boudhik Sampada Bhawan,S.M. Road, Antop Hill Mumbai-400037**

**Note: Print out of online application is not required to be sent.**

**The applicant, if wishes, may attach acknowledgement card with due postage stamp for knowledge of receipt of their application. The application shall not be processed if the hard copy is not received in this office** as the administrative records are required to be maintained at the time of registration.

Any queries shall be sent to Shri Vikash Kumar Tripathi at [vikastripathi.ipa@gov.in](mailto:vikastripathi.ipa@gov.in) (022-24141026 extension no. 198) at O/o CGPDTM, Mumbai.

**Failed transaction:-** In an event of failure of transaction the applicant is required to see pending transaction. Where the money has been deducted from the account, kindly wait for 60 minutes and check the status in pending transaction. Only in case transaction status remains pending after the lapse of 60 minutes, the payment shall be made. Queries relating to failure of transaction is to be sent at [ipo-helpdesk@nic.in](mailto:ipo-helpdesk@nic.in)

Note:- Candidates who have made application through offline mode are not required to follow applications based on the instruction given herein above. In case of any discrepancy, this office will revert back to them.

### **Important notes to the applicants**

1. The Form-22 along with all documents, DD / banker's cheque shall be sent to:

The Office of Controller General of Patents, Designs and Trademarks  
Boudhik Samapada Bhavan, S M Road, Antop Hill  
Mumbai-400037

2. The demand draft / banker's cheque is required to be drawn in favour of ***Controller of Patents, payable at Mumbai.***

3. Fee for continuation is counted for financial year. Applicant can apply for registration after the end of financial year 2018-19 i.e. from 1<sup>st</sup> April, 2019 also. However there is no bar on applying for same as on date.

4. Candidate can pay for the continuation fee for more than 1 year. The fee for registration and the continuation may be clubbed together and a single DD/ banker's cheque may be drawn.

5. This office is working on facility to apply for registration through online mode. Same may be available in due course of time. After online application an applicant will be required to send all original documents to the address in sr. no. 1.