Registry of Patents
Waiver Request Form

I / We, _____

of _____ (Name of firm, if applicable),

_____ (Address)

hereby request that the Registrar's discretion under the Patents Practice Direction (Electronic Online Service) , be exercised in granting a waiver of the Service Bureau's surcharges in the processing of the attached documents indicated in the accompanying Service Bureau Request Form.

Singapore Application No.: | | | | | | | | | | - | |

PCT Application No.: | | | | / | | | | | | / | | | | | | |

(required only if the Singapore Application No. is not available yet) (if any)

I / We attempted to file the documents electronically on the date below, but were unable to do so through no fault of our own. Reasons for our inability to file electronically are stated below, and we'll be providing supporting documentary evidence within 7 working days from the date of this request in the form of a Statutory Declaration, certified copies of documents or other such document that can unambiguously support our claim, unless otherwise directed by the Registrar.

Note: Additional reasons may be attached on separate sheet(s).

I / We understand that in the event the Registrar decides not to exercise discretion to waive the Service Bureau surcharges, I will have to pay the outstanding Service Bureau surcharges within 5 working days from the date of the notice. If I have a GIRO account, I hereby authorize the Registrar to deduct the requisite amount from that GIRO account accordingly.

_____ _____

Name & Signature Date

Notes: 1) A Service Bureau Request Form will have to be duly completed and accompany this Waiver Request Form.
2) Supporting documentary evidence (if any) is to be sent to:

The Registry of Patents
Intellectual Property Office of Singapore (IPOS)
51 Bras Basah Road, #04-01 Plaza by the Park
Singapore 189554.

For Registry's Use Only	
Waiver Request : Approved/ Rejected	Approving Officer: Date: