

STATUTORY INSTRUMENT

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THE PATENTS REGULATIONS AND INDUSTRIAL DESIGNS ACT, 2012 (ACT No. 10 of 2012)

THE PATENTS AND INDUSTRIAL DESIGNS REGULATIONS 2024

ARRANGEMENT OF REGULATIONS

Regulations.

PART I-PRELIMINARY

1. Interpretation.

PART II-FEES AND ANCILLARY MATTERS

2. Fees and forms.
3. Language of documents and translation.
4. Address for service.
5. Particulars to be supplied by natural persons, partnerships, companies and associations.
6. Classification of patents.
7. Representation by agent.

ii

PART III-APPLICATION FOR GRANT OF A PATENT

8. Application for grant of patents.
9. Specification of invention.
10. Indigenous biological resource, genetic resource, traditional knowledge.
11. Sequence listing.
12. Micro-organisms.
13. Claims.
14. Drawings.
15. Abstract.
16. Size and presentation of documents.
17. Declaration concerning entitlement of applicant.
18. Expressions not to be used.
19. Disclosures disregarded as prior art.
20. Unity of invention, claims in different categories.
21. Division of application.
22. Declaration of priority, furnishing translation of earlier application.
23. Information relating to corresponding foreign applications and other titles of protection.
24. Withdrawal of application.
25. Amendments or corrections on applicant's initiative.

PART IV-FILING DATE, FORMALITY AND SUBSTANTIVE

EXAMINATION

- 26. Marking of application.
- 27. Filing date.
- 28. Examination of application..
- 29. Unity of invention.
- 30. International-type search time limits.
- 31. Examination of substance.

PART V-GRANT, PUBLICATION AND ISSUANCE OF PATENT

- 32. Grant of patent and publication.
- 33. Issuance, form and certificate of grant.

PART VI- MAINTENANCE OF PATENT

- 34. Annual fees.
- 35. Restoration of lapsed patents and applications deemed to have been withdrawn.
- 36. Surrender of patent or claim.

PART VII-PATENTS REGISTER

- 37. Entry in register.
- 38. Request for change of name, address or address for service.
- 39. Change in ownership.
- 40. Inspection of register.
- 41. Requests for certified copies.
- 42. Request for correction of errors.
- 43. Order or direction by court or tribunal.
- 44. Special register.

PART VIII-CONTRACTUAL LICENCES

- 45. Inspection of files.
- 46. Submission of licence contract.
- 47. Certificate of registration of licence contract.
- 48. Record of decisions on appeals.

PART IX-COMPULSORY LICENCES

- 49. Non-voluntary licence.
- 50. Publication of non-voluntary licence.

PART X-GOVERNMENT EXPLOITATION OF PATENTED INVENTION

- 51. Decision, remuneration and appeals.

PART XI-UTILITY CERTIFICATE

- 52. Application of provisions relating to patents.

PART XII-INTERNATIONAL APPLICATION FOR PATENT

- 53. Application of Patent Co-operation Treaty.

PART XIII-TIME LIMITS AND MISCELLANEOUS PROVISIONS

- 54. Extension of time limit.
- 55. Communications and correspondence.
- 56. Duty to preserve secrecy.
- 57. Correction of irregularities.
- 58. Dispensation by Registrar.
- 59. Hours of business.

- 60. Evidence.
- 61. Statutory declarations and affidavits.
- 62. Hearing.
- 63. Publication in the Gazette.
- 64. Registration of industrial design.
- 65. Details required for registration of industrial design.
- 66. Date of receipt of documents to be marked.
- 67. Certificate of registration of design.
- 68. Notification of applicant.
- 69. Renewal of registration of industrial design.

SCHEDULE

STATUTORY INSTRUMENT No. 20 of 2024

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The Patents and Industrial Designs Regulations, 2024

THE PATENTS REGULATIONS AND INDUSTRIAL DESIGNS ACT, 2012 (ACT NO. 10 OF 2012) Short title

In exercise of the powers conferred on him by section 77 of the Patents and Industrial Designs Act, 2012 (Act No. 10 of 2012), the Minister hereby makes the following Regulations -

PART I—PRELIMINARY

1. In these Rules unless the context otherwise requires- Interpretation.

"Act" means the Patents and Industrial Designs Act, 2012 (Act No. 10 of 2012);

"agent" means -

- (a) a legal practitioner; or
- (b) an engineer or other qualified and recognised scientist who, in the discretion of the Registrar, may be considered as such;
- (c) an expert in intellectual property with the requisite or recognised qualifications;

"Minister" means the Minister responsible for Patent and Industrial Design;

"particular embodiment" means a more specific precision of an invention than that set out in the independent claim or claims;

"priority date" means the filing date of an earlier application that serves as the basis for the right of priority as provided in section 16 of the Act;

"Registrar" means the Registrar of Intellectual Property;

"Registry" means the office of the Registrar;

"specification" means, in relation to an invention, that part of a patent application which precedes the claim and in which the inventor specifies, describes, and discloses the invention in detail;

"Treaty" means the Patent Co-operation Treaty; an international patent law treaty, concluded in 1970 which provides a unified procedure for filing patent applications to protect inventions in a contracting state.

PART II-FEES AND ANCILLARY MATTERS

Fees and forms.

2. (1) The fees to be paid in respect of a matter arising under the Act and these Regulations shall be as specified in the First Schedule and, in any case where a form specified in that Schedule as the corresponding form in relation to a matter is required to be used, that form shall be accompanied by the fee specified in respect of that matter.

(2) The forms mentioned in these Regulations are those set out in Second Schedule and copies of the forms shall be obtainable from the Registrar.

3. (1) An application, submission, request, written document or text filed with the Registrar pursuant to the Act or these Regulations which is in a language other than English shall be accompanied by an English translation, verified to the satisfaction of the Registrar.

Language of documents and translation.

(2) Where more than one copy of a document is required to be filed or sent, a corresponding number of copies of the translation shall accompany them.

4. (1) A patent applicant, owner of a patent or person concerned in a proceeding to which these Regulations relate shall furnish the Registrar with an address for service in Sierra Leone and that address shall be treated for all purposes connected with such proceeding or patent as the address of the person concerned in the proceeding or the owner of the patent.

Address for service.

(2) Notwithstanding sub-regulation (1), where a patent applicant or owner of a patent is outside of Sierra Leone and an agent has been appointed, the address of the agent shall be treated, for all purposes connected with such proceeding or patent, as the address of the person concerned in the proceeding or the owner of the patent.

5. (1) Names of a natural person shall be indicated by the person's family name and given name, the family name being indicated before the given name, the names of a legal entity shall be indicated by its full, official designation.

Particulars to be supplied by natural persons, partnerships, companies and associations.

(2) Addresses shall be indicated in a way to satisfy the customary requirements for prompt postal delivery at the indicated address and shall consist of all the relevant administrative units, including the house number, if any; addresses shall also indicate telegraphic and e-mail addresses, telephone facsimile numbers.

(3) Nationality shall be indicated by the name of the state of which a natural person is a national and a legal entity shall indicate the name of the state under the laws of which it is constituted and the address of its registered office.

(4) Residence shall be indicated by the name of the state of which a natural person is a resident.

(5) A document purporting to be signed for or on behalf of-

- (a) a partnership shall contain the names of all partners in full and shall be signed by all the partners or by a partner qualified to sign, stating that he signs on behalf of a partnership or by any other person who satisfies the Registrar that he is authorised to sign the document;
- (b) a body corporate shall be signed by a director, the secretary, other principal officer of the body corporate or by any other person who satisfies the Registrar that he is authorised to sign the document and shall bear the seal of the body corporate; and
- (c) an association of persons shall be signed by a person who satisfies the Registrar that he is duly authorised to sign the document.

(6) The Registrar may, whenever he considers it necessary, request evidence of authorisation to sign the document.

Classification
of patents.

6. The Registrar shall, for all purposes relating to the grant and publication of a patent, as well as for the maintenance of classified search files, apply the International Patent Classification, as adopted under the Strasbourg Agreement of March 24, 1971 and updated in its subsequent editions.

Representation
by agent.

7. (1) The appointment of an agent under subsection (3) of section 11 of the Act shall be by a power of attorney which shall be signed by the applicant, or, if there is more than one applicant, by each applicant.

(2) The address of an agent shall, for all purposes connected with the Act and these Regulations, be treated as the address to which communications to the person or persons who appointed the agent shall be transmitted.

(3) A power of attorney under sub-regulation (1), shall be made as specified in Form No.1 and filed together with the application or within one month from its filing date.

(4) Where the appointment of an agent is not made or is not made in accordance with this Regulation, a procedural step taken by an agent, other than the filing of the application, shall be considered not to have been taken.

PART III-APPLICATION FOR GRANT OF A PATENT

8. (1) An application for the grant of a patent shall be -

Application
for grant of
patents.

- (a) made -
 - (i) in triplicate, as specified in Form No. 2 in the Second Schedule; or
 - (ii) by electronic means as the registrar deems appropriate; and
- (b) accompanied by the prescribed fee.

(2) The data concerning an applicant, inventor or agent shall include his full names, address and nationality.

9. (1) The specification of an invention shall be a short and precise description of the invention and shall-

Specification
of invention.

- (a) state the title of the invention as in Form No. 2 in the Second Schedule;
- (b) specify the technical field to which the invention relates;

- (c) indicate the background art which, as far as the applicant knows, can be regarded as useful for the understanding, searching and examination of the invention and preferably, cite the documents reflecting the background art;
- (d) disclose the invention as claimed so that the technical problem and its solution can be understood;
- (e) state the advantageous effects of the invention with reference to the background art;
- (f) briefly describe the figures in the drawings, if any;
- (g) state the best mode known to the applicant for carrying out the invention by the inventor at the filing date or, where priority is claimed, the priority date of the application, this shall be done in terms of examples where appropriate and with reference to the drawings, if any; and
- (h) indicate explicitly, when it is not otherwise obvious from the description or nature of the invention, the way in which the invention is capable of industrial application or other use.

(2) The contents of a specification of an invention shall be presented in the order in which the contents are listed in sub-regulation (1), unless, because of the nature of the invention, a different order affords a better understanding and a more economical presentation.

10. A patent application, in a declaration filed as specified in Form No.3 in the Second Schedule shall, clearly identify the origin of indigenous biological resource, genetic resource and collected in Sierra Leone, that were directly or indirectly used in the making resource, of the claimed invention as well as of any element of traditional knowledge traditional associated with the resource that was directly or indirectly used in the making of the claimed invention.

Indigenous biological resource, genetic traditional knowledge.

11. An applicant shall, for the purpose of the presentation of nucleotide and amino acid sequence listings using xml (extensible mark-up language), follow the Standard ST.26, approved by the Committee on Standards of the World Intellectual Property Organisation which establishes the requirements for the presentation of nucleotide and amino acid sequence listings of sequences disclosed in patent applications.

Sequence listing.

12. (1) Where the contents of an application for a patent discloses an invention which requires, for its performance, the use of a micro-organism which is not available to the public at its date of filing, its contents shall be treated as disclosing the invention in a manner which is clear and complete enough for the invention to be performed by a person skilled in the art if the following conditions are satisfied -

Micro-organisms.

- (a) a culture of the microorganism has been deposited, not later than the date of filing the application, in -
 - (i) an institution authorised to receive deposit of biological material necessary for the disclosure of patent applications related to microorganisms; or
 - (ii) an international depositary authority recognised by the Budapest Treaty on the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure, of April 28, 1977;

- (b) a certification of the deposit has been filed before the Registrar, no later than 12 months from the filing date of the patent application;
- (c) the application as filed gives the relevant information as is available to the applicant on the characteristics of the micro-organism; and
- (d) the name of the culture collection, the date when the culture was deposited and the accession number of the deposit are given in the description of the application.

(2) Where information is given as specified in sub-regulation (1) that information shall be considered as constituting the unreserved and irrevocable consent of the applicant to the culture deposited being made available to a person who, on or after the date of the publication of the application, makes a valid request for the culture collection with which the micro-organism is deposited.

(3) A request for information shall be valid if it is accompanied by the Registrar's certificate authorising the release of the sample to that person and an application for such certificate shall be submitted to the Registrar, accompanied by the prescribed fee, as specified in Form No.3 in the Second Schedule, together with an undertaking -

- (a) not to make the culture available to any other person until the application for the patent is refused, withdrawn, deemed to be withdrawn or, if a patent is granted, until it ceases to have effect without the possibility of renewal or restoration;
- (b) to use the culture for experimental purposes only until the application is refused, withdrawn, deemed to be withdrawn or until the date of publication in the Gazette that the patent has been granted;

(4) The Registrar shall release samples to a third party only when he is satisfied by the depositary authority in which the micro-organism has been deposited, of the conditions of safety against biological contamination.

(5) Where the depositary authority advises against releasing of samples or when the third person is unable to comply with the recommended safety conditions, disclosure will be based on a reasonable description of the biological entity by the patent applicant.

(6) The Registrar shall send a copy of Form No.3 in the Second Schedule to the applicant or owner of the patent.

13. (1) Where an application contains several claims they shall be numbered consecutively in Arabic numerals.

(2) The definition of the subject matter for which protection is sought shall be in terms of the technical features of the invention.

(3) A claim shall be written either-

(a) in 2 parts, -

- (i) the first part consisting of a statement indicating those technical features of the invention which are necessary in connection with the definition of the claimed subject matter and which in combination appear to be part of the prior art;
- (ii) the second part ("the characterising portion"), introduced by the words "characterised in that," "characterised by," "wherein the improvement comprises," or other words to the same effect, consisting of a statement concisely indicating those technical

features which, in combination with the features stated in the first part, define the subject matter for which protection is sought; or

- (b) in a single statement containing a recitation of a combination of several elements or steps, or a single element or step, which defines the matter for which protection is sought.

(4) A claim shall not contain, -

- (a) in respect of the technical features of the invention, references to the description or a drawing, for example, such references as:

"as described in part of the description," or "as illustrated in of the drawings," unless such reference is a necessary feature for the understanding of the claim or enhances the clarity or the conciseness of the claim;

- (b) a drawing or graph except tables and chemical or mathematical formula.

(5) Where an application contains a drawing, a technical feature mentioned in the claim may include a reference sign to that drawing or to the applicable part of that drawing placed between square brackets or parentheses and shall not be construed as limiting the claim.

(6) An application shall contain-

- (a) one or more claims directed to the essential features of the invention, designated "independent claim" and such claim may be followed by one or more claims concerning particular embodiments of that invention that are mentioned in it, designated the "dependent claim";

- (b) a claim which includes all the features of one or more claims of the same category hereinafter referred to as a "dependent claim" or "multiple dependent claim," respectively, shall preferably, first refer to the other claim by indicating the serial number of the other claim or the serial numbers of the other claims and then state those features claimed that are additional to the features claimed in the other claim.

(7) A dependent claim or multiple dependent claims may depend on dependent claims or multiple dependent claims and multiple dependent claims may refer in the alternative or in the cumulative to the claims on which they depend.

(8) A dependent claim referring to the same other claims and multiple dependent claims referring to the same other claims shall be grouped in the most practical way possible.

14. (1) A drawing which forms part of an application for a patent shall be on sheets, the usable surface area of which shall not exceed 26.2 cm by 17 cm, the sheets shall not contain frames round the usable or used surface and the minimum margins shall be as follows -

top 2 cm;
left side 2.5 cm;
right side 2 cm; and
bottom 2 cm.

(2) Drawings shall be executed as follows-

- (a) without colouring in durable black ink, sufficiently dense and dark, uniformly thick and well-defined lines and strokes should be used to permit satisfactory reproduction;

- (b) cross-sections shall be indicated by hatching which does not impede the clear reading of the reference signs and leading lines;
- (c) the scale of the drawings and the distinctness of their graphical execution shall be such that a photographic reproduction with a linear reduction in size to two-thirds would enable details to be distinguished without difficulty and if the scale is given on a drawing, it shall be represented graphically;
- (d) numbers, letters and reference signs appearing in a drawing shall be simple and clear, brackets, circles and inverted commas shall not be used in association with numbers and letters;
- (e) elements of the same figure shall be in proportion to each other, unless a difference in proportion is indispensable for the clarity of the figure;
- (f) the height of numbers and letters shall not be less than 0.32 cm and for the lettering of drawings, the Latin and, where customary, the Greek alphabets shall be used;
- (g) the same sheet of drawings may contain several figures, where figures drawn on 2 or more sheets are intended to form one whole figure, the figures on the several sheets shall be so arranged that the whole figure can be assembled without concealing part of the partial figures;

- (h) different figures shall be arranged without wasting space, clearly separated from one another and they shall be numbered consecutively in Arabic numerals, independent of the numbering of the sheets;
- (i) reference signs not mentioned in the description or claims shall not appear in the drawings and vice versa, the same features, when denoted by reference signs shall, throughout the application, be denoted by the same signs;
- (j) a drawing shall not contain textual matter, except, where required for the understanding of the drawing, a single word or words such as "water", "stream", "open", "closed", "section on AA" and in the case of electric circuits and block schematic or flow sheet diagrams, a few short catchwords;
- (k) sheets of drawings shall be numbered in accordance with sub-regulation (1).

(3) A flow sheet and diagram shall be considered to be a drawing for the purposes of these Regulations.

15. (1) An abstract shall -

Abstract.

- (a) commence with the title of the invention;
- (b) contain a concise summary of the matter contained in the description of the invention in not more than 250 words; and
- (c) contain, where appropriate, the chemical formula which, among those contained in the specification, best characterises the invention and shall not contain statements on the alleged merits or value of the invention or on its speculative application.

(2) An abstract shall be so drafted that it constitutes an efficient instrument for the purposes of searching in a particular technical field, in particular by making it possible to assess whether there is a need to consult the description of the invention itself.

(3) A description of an invention shall-

- (a) indicate the technical field to which the invention belongs; and
- (b) drafted in a way which allows a clear understanding of the technical problem to which the invention relates, the gist of the solution to that problem through the invention and the principle use or uses of the invention.

(4) Where the description of an invention contains drawings, the applicant shall indicate as specified in Form No. 2 in the Second Schedule, the figure or exception, the figures of the drawings which he suggests should accompany the abstract when published and the Registrar may decide to publish one or more other figures if he considers that they best characterise the invention.

Size and
presentation
of documents.

16. (1) A description, claim, drawing, abstract and a replacement sheet shall be filed in triplicate.

(2) A document shall be so presented as to permit direct reproduction by photography, electrostatic processes, photo offset and micro-filming, in an unlimited number of copies, sheets shall be free from cracks, creases and folds and only one side of a sheet shall be used, except in the case of the request for the grant of a patent.

(3) A document and drawing shall be on A4 paper 29.7cm x21cm which shall be a liable, strong, white, smooth, durable matt and eachsheet (other than the drawing) shall be used with its short sides at the top and bottom in an upright position.

(4) A request for the grant of a patent, description, claim, drawing and abstract shall each commence on a new sheet shall be connected in such a way that they can easily be turned over, separated and joined together again.

(5) Subject to sub-regulation (1) of Regulation 14, the minimum margins shall be as follows -

top 2.5 cm;
left side 2.5cm;
right side 1.5 cm; and
bottom 1.0cm.

(6) The margins of the documents that make up an application and of any replacement document shall be completely blank.

(7) In an application, except in drawings -

- (a) sheets in the request shall be numbered consecutively, in addition to an independent claim for a product, an independent claim for a process specially adapted for the manufacture of the product and an independent claim for an apparatus or means specifically designed for carrying out the process; and
- (b) all other sheets shall be numbered consecutively as a separate series and the numbering shall be in Arabic numerals placed at the top of the sheet, in the middle, but not in the top margin.

(8) In an application, every fifth line of each sheet of description and the claims shall be numbered in Arabic numerals placed to the left of the relevant lines but to the right of the margin.

(9) Sheets of drawings contained in an application shall be numbered consecutively as a separate series and the numbering shall be in Arabic numerals placed at the top of the sheet, in the middle, but in the top margin.

(10) A document other than a drawing, referred to in sub-regulation (1) shall be typed or printed in a dark, indelible colour, at least 1½ line spacing and in characters of which the capital letters are not less than 0.21 cm high, graphic symbols, characters, chemical and mathematical formulae may, when necessary, be written by hand or drawn in a dark indelible colour.

(11) A request for the grant of a patent shall contain the specification of the invention, claim, abstract and drawings.

(12) In documents, including drawings,-

- (a) units of weights and measures shall be expressed in terms of the metric system, if a different system is used they shall also be expressed in terms of the metric system;
- (b) temperatures shall be expressed in degrees Celsius;
- (c) units recognised in international practice shall be used for other physical values;
- (d) symbols in general use shall be used for mathematical formulae;
- (e) atomic weights and molecular formulae in general use shall be used for chemical formulae symbols;
- (f) in general, use should be made of technical terms, signs and symbols generally accepted in the field concerned.

(13) Where a formula or symbol is used in a specification, a copy prepared in the same manner as drawings, shall be furnished if the Registrar so directs.

(14) The terminology and the signs shall be consistent throughout an application.

17. A statement required under subsection (5) of section 11 of the Act shall - Declaration concerning entitlement of applicant.

- (a) be as specified in Form No. 2 in the Second Schedule; and
- (b) consist of -
 - (i) an authorisation by the inventor for the applicant to file the patent application; or
 - (ii) an indication of entitlement of the applicant to file the patent application.

18. An application for the grant of a patent under Regulation 8, shall not contain - Expressions not to be used.

- (a) expressions or drawings contrary to public order or morality;
- (b) statements disparaging the products or processes of a particular person other than the applicant or the merits or validity of applications or patents of that person (mere comparisons with the prior art shall not be considered disparaging by itself); or
- (c) statements or other matter obviously irrelevant or unnecessary under the circumstances.

Disclosures
disregarded
as prior art.

19. An applicant who wishes a disclosure of an invention to be disregarded for prior art purposes, in accordance with subsection (4) of section 3 of the Act and under Article 11 of the Paris Convention, shall indicate it on the application, as specified in Form No. 2 in the Second Schedule and furnish, in writing, with the application, or within one month from the filing of the application, full particulars of the disclosure.

Unity of
invention,
claims in
different
categories.

20. (1) Where a group of inventions is claimed, the requirement of unity of invention referred to in section 13 of the Act shall be deemed fulfilled only if there is a technical interrelationship between those inventions involving one or more of the same or corresponding special technical features and the expression "special technical features" means those technical features which define the contribution which each of the inventions as claimed, or considered as a whole, makes over the prior art.

(2) The determination whether a group of inventions is so linked as to form a single general inventive concept shall be made without regard to whether the inventions are claimed in separate claims or as alternatives within a single claim.

(3) An application for a patent which includes an independent claim for -

- (a) a product, a process specially adapted for the manufacture of the product and for the use of the product; or
- (b) a process, an apparatus or means specifically designed for carrying out the process; or
- (c) a given product, a process specially adapted for the manufacture of the product and an apparatus or means specifically designed for carrying out the process, shall be treated as being related to a group of inventions which are so linked as to form a single inventive concept.

(4) Failure to comply with the requirement of unity of invention shall not be a ground for invalidation or revocation of a patent.

21. (1) Where the Registrar finds that the requirement of unity of invention is not complied with, the applicant shall have the right to file one or more divisional applications during a period of 3 months following the communication to him of that finding.

Division of
application.

(2) The right of an applicant to file, on his own initiative, one or more divisional applications, referred to in section 15 of the Act, may be exercised at any time up to the time of the publication of the reference to the grant of the patent, in accordance with paragraph (a) of subsection (2) of section 20 of the Act.

(3) Priority documents and copies of required translations of them that have been submitted to the Registrar in respect of an application from which one or more divisional applications are derived shall be considered as having been submitted also in respect of the divisional applications.

22. (1) A declaration of priority for purposes of section 16 of the Act shall be made at the time of filing an application for a patent and shall indicate -

Declaration
of priority,
furnishing
translation
of earlier
application.

- (a) the date of an earlier application;
- (b) the number of an earlier application, subject to sub-regulation (2);
- (c) the symbol of the International Patent Classification which has been allocated to an earlier application, subject to sub-regulation (3);
- (d) the state in which an earlier application was filed or, where the earlier application is a regional or an international application, the state for which it was filed and the office with which it was filed.

(2) Where at the time of filing the declaration referred to in sub-regulation (1), the number of the earlier application is not known, that number shall be furnished within 3 months from the date of the filing of the application for a patent.

(3) Where a symbol of the International Patent Classification has not been allocated to a priority application, or has not yet been allocated at the time of filing the declaration referred to in sub-regulation (1), the applicant shall state this fact in the declaration and shall communicate the symbol as soon as it has been allocated.

(4) The Registrar shall request the filing of a certified copy of the earlier application on which a claim for priority is based for subsequent applications filed in Sierra Leone.

(5) The period for furnishing the certified copy of an earlier application, referred to in section 16 of the Act, shall be 3 months from the date of the filing of the application, in accordance with section 18 of the Act and where a copy has already been furnished for another application, the applicant may respond by making a reference to that other application.

(6) Where an earlier application referred to in section 16 of the Act is in a language other than English, the applicant shall accompany the certified copy referred to in sub-regulations (4) and (5) with an English translation of the earlier application.

Information relating to corresponding foreign applications, and other titles of protection.

23. (1) A request of the Registrar to furnish him with the date and number of a foreign application under section 17 of the Act shall be made as specified in Form No. 4 in the Second Schedule.

(2) The information requested under sub-regulation (1), shall be furnished within 6 months from the date the request was made and upon a reasoned request by the applicant, the Registrar may extend the time limit.

24. (1) An application may be withdrawn by written request submitted to the Registrar and signed by the applicant. Withdrawal of application.

(2) Where an application is withdrawn, an application fee or any other fee paid to the Registrar shall not be refunded.

25. The right of an applicant to amend or correct an application on his own initiative or to comply with a requirement applicable to the application may be exercised up to the time of the publication of the reference to the grant of the patent, under paragraph (a) of subsection (2) of section 20 of the Act. Amendments or corrections on application.

PART IV-FILING DATE, FORMALITY AND SUBSTANTIVE EXAMINATION

26. (1) The Registrar shall, on receipt of an application, mark in italics, on each document making up the application, the actual date of receipt, consisting of the letters SL, the letter P, slant, the last 2 numbers of the year in which the initial papers were received and 5-digit number allotted in the sequential order in which applications are received. Marking of application.

(2) The Registrar shall, where a correction or other later filed document is received on different dates, mark the actual date of receipt in the appropriate place of the request for the grant of the patent as specified in Form No. 2 in the Second Schedule.

(3) An application number allotted under sub-regulation (1) shall be quoted in subsequent communications concerning the application.

27. (1) The Registrar shall, where he accords a filing date, promptly notify the applicant in writing. Filing date.

(2) An invitation to file a correction, under subsections (2) and (3) of section 18 of the Act, shall -

- (a) be in writing;
- (b) specify the correction or corrections required; and
- (c) request that the correction or corrections required is to be filed within 3 months from the date of the invitation.

(3) Notwithstanding subsections (1) to (6) of section 18 of the Act, for the purposes of establishing the filing date of the application, a reference to another previously filed application for the same invention by the same applicant or his predecessor in title, shall replace any of the following elements -

- (a) the part which, on the face of it, appears to be a description of an invention;
- (b) the part which, on the face of it, appears to be a claim or claims, referred to in paragraph (b) of subsection (1) of section 18 of the Act; and
- (c) a drawing, but the replaced elements and a certified copy of the previously filed application, if not filed with the Registrar's office, shall be sent to the Registrar within 3 months from the date on which the application containing the reference to the previously filed application had been received by the Registrar and the filing date shall then be the date on which the application containing the reference to the previously filed application was received by the Registrar.

(4) Where the description, claim or claims referred to in subsection (1) of section 18 of the Act and any text matter contained in the drawings are not in English, a translation into English shall be given to the Registrar within 3 months from the date on which the item requiring translation was received by the Registrar and if the translation is received in time, the part and the text matter shall be considered as if they had been received on the date on which they were received in the original language.

(5) A translation furnished in accordance with sub-regulation (4) may be corrected up to the time when the application is in order for the grant, in order to conform to the wording of those parts of the application filed in the original language.

28. (1) The Registrar shall, in accordance with subsection (5) of section 18 of the Act, after agreeing a filing date, determine whether the application complies with the formal requirements under sections 10, 11 and 16 of the Act and any prescribed requirements in these Regulations, notify the applicant as specified in Form No. 7 in the Second Schedule. Examination of application.

(2) The Registrar shall, where he finds that an application does not fulfil the requirements referred to in sub-regulation (1), invite the applicant to make observations and correct deficiencies within a period of 3 months of the notification of the request by the Registrar.

(3) The Registrar shall, where an applicant fails to correct deficiencies under sub-regulation (2) within the prescribed period, deem the application to be abandoned and notify the applicant as specified in Form No. 6 in the Second Schedule, stating the reasons of the abandonment.

29. (1) For the purpose of an international-type search under section 19 of the Act, the authority in charge of the search shall review the unity of invention of an application according to section 13 of the Act and if the application lacks unity of invention, the search will only be conducted on the first invention presented in the claims of the application for a patent. Unity of invention.

(2) The Registrar shall, upon receipt of a report on an international-type search, it is apparent the application lacks unity of invention, reject the application unless the applicant amends or divides the application as referred to in paragraph (b) of subsection (5) of section 19 of the Act.

International
type search
time limits.

30. (1) The time limit for paying the fees referred to in subsection (2) of section 19 of the Act shall be one month from the date of the invitation to do so.

(2) The time limit for submitting a copy of a document referred to in subsection (3) of section 19 of the Act shall be 2 months from the date of the request to do so.

(3) The Registrar shall, before rejecting an application, notify the applicant as specified in Form No. 8 in the Second Schedule, that the application does not comply with the requirements of subsections (4) or (5) of section 19 of the Act and give him an opportunity to submit comments or amend his application.

(4) The time limit for submitting comments or amendments shall be 2 months from the date the Registrar notifies the applicant that the application does not comply with the requirements of subsections (4) or (5) of section 19 of the Act.

(5) The Registrar shall, where he rejects the application under subsections (4) or (5) of section 19 of the Act, notify the applicant as specified in Form No.8 in the Second Schedule.

Examination
of substance.

31. (1) The Registrar shall, for purposes of the examination of the substance of a patent application, in order to ascertain whether it complies with sections 2, 3, 4, 5, 6 and 13 of the Act, take into account the international-type search report and review.

(2) The Registrar shall, where he is of the opinion that the conditions referred to in sub-regulation (1) are not fulfilled, invite the applicant to submit observations or amend the application, within 3 months following the notification as specified in Form No. 5 in the Second Schedule.

(3) The Registrar shall, if he deems it necessary, invite the applicant to submit observations or amend the application as requested under sub-regulation (2) and may do so for a maximum of 3 times.

(4) The Registrar shall, where an applicant fails to file an answer to the invitation within the prescribed term referred to in sub-regulation (2) or if, despite any observation or amendment submitted by the applicant, the conditions referred to in sub-regulation (1) are not fulfilled, refuse the grant of a patent and notify the applicant of his decision as specified in Form No. 9 in the Second Schedule, stating the reasons and attaching a copy of the search and examination report upon which the decision is based.

(5) The Registrar shall, where an applicant files an answer to the invitation within the prescribed term referred to in sub-regulation (2) and the conditions referred to in subsection (1) are fulfilled, notify the applicant of his decision to grant a patent as specified in Form No. 10 in the Second Schedule and request the applicant to pay the grant and publication fee within 3 months from the date of the notification.

PART V - GRANT, PUBLICATION AND ISSUANCE OF PATENT

32. (1) The Registrar shall, upon the payment of the grant and the publication fee under sub-regulation (5) of Regulation 31, allot the patent a registration and publication number, in the sequential order of the grant and publish a reference to the grant in the Gazette. Grant of
patent and
publication.

(2) The publication of the reference to the grant of a patent under sub-regulation (1), shall include -

- (a) the number of the patent;
- (b) the name of the owner of the patent;
- (c) the name of the inventor, subject to section 11 of the Act;
- (d) the name and address of the agent, if any;
- (e) the filing date and number of the application;

- (f) if priority has been claimed and the claim has been accepted, a statement of the priority, the priority date and the name of the country or countries in which or for which the earlier application was filed;
- (g) the effective date of grant of the patent;
- (h) the title of the invention;
- (i) the abstract;
- (j) the most illustrative of the drawings, if any; and
- (k) the symbol of the International Patent Classification;

Issuance,
form and
certificate
of grant.

33. (1) The patent shall be granted as specified in Form No. 11 in the Second Schedule and shall contain, in addition to the information indicated in sub-regulation (2) of Regulation 26, the date of publication of the patent, the address of the inventor and the owner of the patent, accompanied by the description, the claims and drawings, if any.

(2) A patent shall be deemed to be granted on the date the Registrar publishes a reference to the grant, in accordance with paragraph (a) of subsection (2) of section 20 of the Act.

(3) A patent shall be issued to the applicant not later than 4 months from the publication of the grant and at that time, a certificate of the grant shall be issued to the applicant as specified in Form No. 12 in the Second Schedule.

PART VI - MAINTENANCE OF PATENT

Annual
fees.

34. (1) Where it is desired to keep an application or a patent in force for a further year after the expiration of the first or a succeeding year from the filing date of the application as specified in Form No. 13 in the Second Schedule in respect of the next succeeding year, an application shall be accompanied by the prescribed annual fee for that year and shall be filed within 3 months before the expiration of the first or succeeding year, as the case may be.

(2) On receipt of the prescribed fee, the Registrar shall issue a certificate of payment on the appropriate portion of Form No. 13 in the Second Schedule.

(3) A request for the grant of a grace period under subsection (2) of section 25 of the Act shall be made as specified in Form 14 in the Second Schedule accompanied by the appropriate fee and surcharge.

35. (1) An application to restore an application that is deemed to have been withdrawn or a patent that has lapsed, under subsection (4) of section 25 of the Act shall be made as specified in Form No. 15 and shall be supported by evidence in support of the statements made in the application.

Restoration
of lapsed
patents and
applications
deemed to
have been
withdrawn.

(2) The Registrar shall, where upon consideration of the evidence, he is satisfied that a case for an order for restoration of a patent under subsection (5) of section 25 of the Act has been made out, refuse the application and notify the person requesting the restoration accordingly, unless within one month such person requests to be heard on the matter.

(3) The Registrar shall, where he decides to allow the application under sub-regulation (1), -

- (a) notify the person requesting the restoration, accordingly and require him to file -
 - (i) a certificate of payment as specified in Form No. 13 in the Second Schedule; and
 - (ii) a lapsed patent or utility certificate as specified in Form No. 15
- (b) pay the unpaid annual fee and restoration fee; and
- (c) order the restoration of the patent and publish this fact in the Gazette.

Surrender
of patent
or claim.

36. (1) Notice of an offer by an owner of a patent to surrender his patent or a claim under section 64 of the Act, shall be given as specified Form 17 in the Second Schedule.

(2) A person may, at any time within 3 months from the publication of a notice of an offer to surrender under sub-regulation (1), give to the Registrar, a notice of opposition of offer to surrender as specified in Form 18 in the Second Schedule, a copy of which the Registrar shall send to the owner of the patent.

(3) The owner of the patent shall, if he wishes to continue with the surrender of his patent or claim under sub-regulation (1), within 3 months from the date of receipt of the copy of a notice of opposition of offer to surrender under sub-regulation (2), file a counter-statement, in duplicate, setting out fully the grounds upon which the opposition is resisted and the Registrar shall send a copy of the counterstatement to the opponent.

(4) The Registrar may give such directions as he may think fit with regard to the subsequent procedure in relation of the surrender of a patent or claim.

PART VII - PATENTS REGISTER

Entry in
register.

37. (1) The Registrar shall cause to be entered in the register in respect of every patent, in addition to the information indicated in sub-regulation (2) of Regulation 26 -

- (a) the address for service;
- (b) the date on which the patent expired, surrendered or invalidated;
- (c) any assignment of the patent or the application;
- (d) the grant of any licence contract;
- (e) the grant, cancellation and variation of the terms of any compulsory licence with respect to the patent; and

(f) the fact that a licence under the patent is available as of right.

(2) The Registrar may, at any time, enter in the register such other particulars as he may think fit.

38. (1) A request by the owner of a patent or an applicant for a patent for the alteration of a name, nationality, address or address for service on record in respect of his patent or application shall be made as specified in address or Form 19 in the Second Schedule. Request for change of name, address for service.

(2) The Registrar may, before acting on a request to alter a name or nationality, require such proof of the alteration as he thinks fit.

(3) The Registrar shall, where he is satisfied that the request should be allowed, cause the patent or the application to be altered in the column where the name, nationality or address has been recorded in the register.

39. (1) A request to record the change in ownership of an application for a patent or a patent pursuant to section 59 of the Act, shall be made as specified in Form 20 in the Second Schedule Change in ownership.

(2) In order to be accepted for record purposes, an agreement assigning the ownership of a patent application or a patent shall contain at least the number and date of the patent application or the patent, the title of the invention and the names, addresses, nationalities, and signatures of the assignor and the assignee.

(3) The Registrar shall, where he is satisfied that the request should be allowed, cause the patent or the application to be altered accordingly and this fact shall be recorded in the register where the ownership is registered.

40. (1) Entries in the register shall be made available for inspection by the public on week days between the hours of 10 a.m. and 4 p.m. Inspection of register.

(2) A request to be allowed to inspect the register shall be made as specified in Form No. 21 in the Second Schedule.

Requests for certified copies.

41. A request for a certified copy of, extract from the register or for copies of documents shall be made to the Registrar as specified in Form No. 21 in the Second Schedule.

Request for correction of errors.

42. (1) A request for correction of an error in the register or in any other document filed with the Registrar shall be made as specified in Form No. 22 in the Second Schedule.

(2) A request for the correction of an error of translation, transcription, clerical error or mistake in a claim, description or drawings of a patent, an application for a patent or a document filed in connection with a patent or any such an application, shall be made as specified in Form No. 23 in the Second Schedule.

(3) Where a request relates to a claim, description or drawings, correction shall not be made on them unless the correction is obvious in the sense that it is immediately evident that nothing else would have been intended than what is offered as the correction.

(4) The Registrar may, where the correction of a patent is requested, require notice of the proposed correction to be advertised by publication of the request and the nature of the proposed correction.

(5) A person may, at any time within 3 months after the date of the publication under sub-regulation (4), give notice of opposition to the Registrar as specified in Form No. 24 in the Second Schedule, in duplicate, supported by a statement in duplicate setting out fully the facts on which the opponent relies and the relief which he seeks.

(6) The Registrar shall send a copy of the notice and the statement to the person making the request who, if he desires to proceed with his request shall, within 3 months of the receipt of the copies, file a counter-statement in duplicate setting out fully the grounds on which he contests the opposition and the Registrar shall send a copy of the counter-statement to the opponent.

(7) The Registrar may give such directions as he may think fit with regard to subsequent proceedings.

43. Where a certified copy of an order or direction has been made or given by the court or tribunal transferring a patent, an application or a right in or under it to a person, that -

Order or direction by court or tribunal.

- (a) an application should proceed in the name of a person;
- (b) the owner of a patent be allowed to amend the application or patent; or
- (c) a patent is invalidated,

the person in whose favour the order is made or the direction is given, shall file an application for record of order of court or tribunal, as specified in Form No. 25 in the Second Schedule, accompanied by an office copy of the order or direction and the patent shall be amended and the register shall, where applicable, be rectified or altered.

44. The Registrar shall maintain a special register in which he shall register licence contracts and the decisions referred to in sections 60 and 61 of the Act.

Special register.

PART VIII - CONTRACTUAL LICENCE

Inspection
of files.

45. A file relating to a licence agreement may be inspected and extracts obtained from it only with the written permission of the licensor and the licensee.

Submission
of licence
contract.

46. (1) A petition for registration of a licence contract under section 61 of the Act shall be made as specified in Form No. 26 in the Second Schedule.

(2) A petition under sub-regulation (1), shall be accompanied by written evidence of the existence of the contract and clearly identifying the patent or patents licensed.

(3) Upon the request of the Registrar, a petitioner shall submit the documents or materials not accompanying the petition which are considered necessary for the examination of the contract under section 61 of the Act.

(4) The fee for registration of the contract as set out in the Schedule of fees shall be paid at the same time as the petition for registration.

Certificate of
registration
of licence
contract.

47. The certificate of registration of a licence contract shall be as specified in Form No. 27 in the Second Schedule.

Record of
decisions
on appeals.

48. The Registrar shall, when the decision of the Minister or the court on an appeal referred to in section 34 of the Act becomes final, record the decision in the special register.

PART IX - COMPULSORY LICENCES

Non-
voluntary
licence.

49. The registration of the grant of a non-voluntary licence under section 27 of the Act shall specify the terms.

50. The Registrar shall publish a grant, cancellation or variation of a non-voluntary licence of which he has been notified by the court or tribunal.

Publication
of non-
voluntary
licence.PART X - GOVERNMENT EXPLOITATION OF PATENTED
INVENTION

51. (1) The Minister shall, in a matter under section 27 of the Act, give his decision in writing, stating the grounds, and promptly transmit it to the Registrar.

Decision,
remuneration
and appeals.

(2) The Registrar shall record the decision of the Minister under sub-regulation (1), in the special register, indicating the grounds and the decision fixing the amount of the remuneration and notify the owner of the patent and the parties who were heard pursuant to section 28 of the Act.

(3) The Registrar shall record in the special register any decision of the court rendered on an appeal pursuant to section 34 of the Act.

(4) The Registrar shall publish a reference to the decisions given in the Gazette, pursuant to section 27 of the Act.

PART XI - UTILITY CERTIFICATE

52. (1) These Regulations shall apply, mutatis mutandis, to utility certificates, subject to the following exceptions -

Application
of provisions
relating to
patents.

(a) patent, in Regulation 21, shall be read as utility certificate;

(b) utility certificates shall be granted as specified in Form No. 11A in the Second Schedule;

- (c) a certificate of grant of utility certificate shall be issued as specified in Form No. 12A in the Second Schedule;

(2) A request for the conversion of an application for a patent into an application for a utility certificate, or vice versa, under section 37 of the Act, shall be made as specified in Form No. 28 in the Second Schedule.

(3) The Registrar shall, within 2 months of the receipt of the request under sub-regulation (2), notify the applicant of his decision in writing and where he refuses the request, he shall state the reasons for his refusal.

(4) The Registrar shall record any conversion effected under section 37 of the Act in the register and publish a reference to it in the Industrial and Commercial Bulletin.

PART XII-INTERNATIONAL APPLICATION FOR PATENT

Application
of Patent
Co-operation
Treaty.

53. (1) The Patent Co-operation Treaty, the Regulations and Administrative Instructions under that Treaty shall apply in accordance with sub-regulation (1) of section 47 of the Act.

(2) Where the Registrar's Office is the competent receiving office under the Patent Co-operation Treaty, an international application shall be filed with the Registrar, in English, in triplicate and the transmittal fee specified in Schedule 1 shall be paid within one month from the first filing date.

(3) Where less than 3 copies of the international application are filed, upon preparation by the Registrar of the number of copies required to bring the total to 3, the applicant shall, on demand pay to the Registrar the appropriate charge.

(4) In respect of the functions as a receiving office under sub-regulation (2), the Registrar's Office may agree, pursuant to Rule 17 (1) (b) of the Regulations under the Treaty, that another office or intergovernmental organisation acts as receiving office instead of the Registrar's Office.

(5) Where the Registrar's Office is the designated or elected office under the Patent Co-operation Treaty, a translation into English of an international application published in a language other than English shall be furnished within the time limit applicable under Article 22 (1) or 39 (1) (a) of the Treaty.

PART XIII-TIME LIMITS AND MISCELLANEOUS PROVISIONS

54. (1) Subject to sub-regulation (4), the time limit for doing an act or taking a proceeding under section 69 of the Act and under these Regulations, may be extended, upon the written request of an applicant or the owner of a patent and payment of the prescribed fee. Extension
of time
limit.

(2) An extension request under sub-regulation (1), -

- (a) may be granted, even though the time for doing the act or taking the proceeding has expired;
- (b) shall be filed within 2 months from the date of the expiration of the unobserved time limit; and
- (c) the requirements in respect of which the time limit for the action concerned applied shall be complied with, at the same time as the request is filed.

(3) The period of extension of a time limit under subsection (1) shall be not less than 2 months from the date of expiration of the un-extended time limit and the Registrar shall give written notice of an extension to the parties concerned.

(4) A request under subsection (1) may not be refused, totally or in part, without the requesting party being given the opportunity to make observations on the intended refusal within 2 month from the date the request is refused.

Communications and correspondence.

55. Communications or correspondence with an applicant or his agent may be done through email, except in the case of the filing of a patent application, in which case the Registrar will publish administrative instructions for that purpose.

Duty to preserve secrecy.

56. An employee of the Registrar's Office and other entities who are involved in the processing of patent application shall not, even after the termination of his employment, communicate confidential information obtained in his capacity as an employee to persons not entitled to receive it, nor disclose it to the public or make other use of it except in accordance with this Act.

Correction of irregularities.

57. A document filed in a proceeding before the Registrar may, if he thinks fit, be amended and an irregularity in procedure before the Registrar may be rectified on such terms as he may direct.

Dispensation by Registrar.

58. The Registrar may, where, under these Regulations, a person is to do an act or thing, or a document or evidence is required to be produced or filed and it is shown to the satisfaction of the Registrar that from a reasonable cause that person is unable to do that act or thing or that that document or evidence cannot be produced or filed, upon the production of such evidence and subject to such terms as he thinks fit, dispense with the doing of the act or thing, or the producing or filing the document or evidence.

Hours of business.

59. The Registrar's Office shall be open to the public from Monday to Friday during business hours.

Evidence.

60. (1) Evidence filed under these Regulations, shall be by a statutory declaration or affidavit.

(2) The Registrar may, if he thinks fit, in any particular case, take oral evidence in lieu of or in addition to written evidence and shall allow a witness to be cross-examined on his affidavit or declaration.

61. (1) A statutory declaration or affidavit filed under the Act or these Regulations shall be made before an officer authorised by law to administer an oath for the purpose of any legal proceedings. Statutory declarations and affidavits.

(2) A statutory declarations or affidavit made outside Sierra Leone shall be made before a Consul or a Notary Public.

62. (1) The Registrar shall notify a person at a proceeding Hearing. before him, in writing, of the opportunity to be heard, stating the time limit which shall not be less than one month for filing a request for a hearing, before exercising an adverse discretionary power under the Act or these Regulations.

(2) A request for a hearing under sub-regulation (1), shall be in writing and be subject to payment of the prescribed fee.

(3) The Registrar shall, upon receiving the request under sub-regulation (1), give the person applying and any other interested person, at least 2 weeks' notice, in writing, of the date and time of the hearing

(4) The Registrar shall, after hearing the party to be heard or, if neither so desires, then without a hearing, decide the application and notify his decision to the parties, giving reasons for his decision.

63. The Registrar shall publish particulars of patents and other proceedings under the Act and any other information required to be published under the Act or these Regulations as he may consider to be useful or important. Publication in Gazette.

Registration
of industrial
design.

64. (1) Subject to section 51 of the Act, an application for the registration of an industrial design shall -

- (a) indicate the applicant's name, address, nationality and residence;
- (b) be made as specified in Form No. 29 in the First Schedule.
- (c) indicate the kinds of products for which the industrial design is to be used; and
- (d) include a specimen of the article embodying the industrial design, where the industrial design is two-dimensional;
- (e) be signed by the applicant or applicants; and
- (f) be accompanied by the fee as specified in the First Schedule.

(2) Where the applicant is the creator, the request shall contain a statement to that effect and where the applicant is not the creator, it shall indicate the creator's name and address and be accompanied by a statement justifying the applicant's right to the registration of the industrial design.

(3) Where the applicant is represented by an agent, the request shall indicate so and state the agent's name and address.

(4) An application for the registration of a design under section 51 of the Act shall be limited to 10 designs in one application provided they relate to the same class of the international classification or to the same set or composition of articles.

Details
required for
registration
of designs.

65. (1) An application for the registration of an industrial design shall be accompanied by the following -

- (a) request as specified in Form No. 29;
- (b) drawings,
- (c) photographs or other graphic representations of the article embodying the industrial design; and
- (d) an indication of the kinds of products for which the industrial design is to be used;
- (e) a specimen of the article embodying the industrial design, where the industrial design is two-dimensional.

(2) A specimen forming part of an application for the registration of an industrial design referred to in sub-regulation (1) shall be of a size not exceeding 20 cm x 20 cm x 20 cm.

(3) A graphic representation, drawing or tracing of an industrial design shall not exceed 10 cm x 20 cm and such representations, drawings or tracings shall be affixed on 4 sheets of A4 size cardboard.

(4) Drawings and tracings forming part of an application for the registration of an industrial design referred to in sub-regulation (1) shall be in black ink.

66. (1) The Registrar shall, upon receipt of an application under regulation 64, mark, on each document making up the application for the registration of a design, the actual date of receipt and the application number consisting of the letters "SL", slant, the letter "F", slant, the 4-digit numbers of the year in which the initial papers were received, slant, and a 5-digit number allocated in the sequential order in which applications are received.

Date of
receipt of
documents
to be marked.

(2) The Registrar shall, where a correction or other document is later filed on different dates, mark the actual dates of receipt for the document which is later filed or for which corrections were made in the appropriate place of the application for the registration of a design.

(3) The application number allocated under sub-regulation (1) shall be quoted in all subsequent communications concerning the application.

Certificate of registration of design.

67. (1) The Registrar shall, subject to section 54 of the Act, issue a certificate of registration of the design as specified in Form No. 30 in the Second Schedule.

(2) The Registrar shall allocate to an industrial design registered, the same number as the number allocated under Regulation 25.

(3) The registration of an industrial design shall include are presentation of the industrial design and shall specify-

- (a) the number of the industrial design;
- (b) the name and address of the registered owner;
- (c) the name and address of the agent, if any;
- (d) the name and address of the creator, except where he has asked not to be named in the registration;
- (e) if priority has been claimed and the claim has been accepted, the priority date and the country or countries in which or for which an earlier application was filed; and

- (f) the kind of products for which the industrial design is to be used.

(4) The publication of the reference to the registration of an industrial design under paragraph (c) of subsection (1) of section 55 of the Act, shall contain the following details for each industrial design granted-

- (a) the number of the industrial design;
- (b) the name and address of the owner of the design;
- (c) the name and address of the creator of the design, unless he has requested not to be mentioned on the certificate of registration;
- (d) the name and address of the agent, if any;
- (e) the date of filing of the application;
- (f) priority, if priority has been validly claimed;
- (g) the date of registration of the design;
- (h) the title of the design; and
- (i) a reproduction of a specimen of the design

68. (1) The Registrar shall notify an applicant, in writing, of his decision to register or to refuse an application and in the case of a decision to grant the application he shall request the applicant to pay the registration and publication fee as specified in the First Schedule, within one month from the date of the notification. Notification of applicant.

(2) Refusal of an application by the Registrar shall not affect its filing date which shall remain valid.

Renewal of
registration
of industrial
design.

69. (1) The renewal of the registration of an industrial design under subsection (2) of section 58 shall be made by the registered owner or his agent during the 6 months period preceding the expiry of the registration.

(2) The renewal of the registration of an industrial design shall be subject to the payment of the fee specified in the First Schedule, within the period specified in sub-regulation (1) or upon payment of the surcharge fee specified in the First Schedule, within the grace period allowed under subsection (3) of section 58 of the Act.

(3) The renewal of registration of an industrial design shall be recorded in the register and published.

(4) The Registrar shall mark an original certificate as renewed and provide the next date of expiry in accordance with subsection (2) of section 58 of the Act.

(5) A person who wishes to inspect the representations, drawings and specimens of a registered design under section 58 of the Act, shall pay the fee as specified in First Schedule.

(6) A person who wishes to make a copy of the representations, drawings and specimens of a registered design or any other documents of a registered design shall pay the applicable fee as specified in the Second Schedule

SCHEDULE FIRST SCHEDULE

Fees.

Application by individuals or small entities employing less than 25 persons.

Application by entities employing 25 persons or more.

1. Appointment of representative (Power of Attorney) - No fee
2. Application for grant of patent (section 11 (1); Regulation 8) NLe. 5,000.00
Application for grant of a utility certificate (Regulation 52) NLe.2, 500.00
3. On request for Registrar's Certificate authorising the release of a sample from a culture collection (Regulation 10,12 (3)) NLe.2,500.00
4. On request by Registrar for information concerning corresponding foreign applications patents or other titles of protection (Regulation 23) - NLe.2,500.00
5. Invitation to correct application for grant of patent or utility certificate (regulations 31 (2)) - No fee
6. Notification of decision refusing application for grant of patent or utility certificate on grounds of non-compliance with formal requirements (Regulations 31 (4)) - No fee
7. Notification that application for grant of patent or utility certificate complies with formal requirements (Regulations 28 (1)) - No fee
8. Notification of non-compliance with substantive requirements and invitation to submit observations and or amended application for grant of patent or utility certificate (Regulations 30 (3)) - No fee
9. Notification of decision refusing to grant patent on grounds of non-compliance with substantive requirements (Regulation 31 (4)) - No fee

10. Notification of decision to grant patent or utility certificate (Regulations 31(5)) - No fee
11. On amendment of application (Section 14; Regulation 25) - NLe.7,500.00
12. On filing correction (section 18 (3); Regulation 27 (2)) NLe.5,000.00
13. For an international - type search (section 19 (2); Regulation 30)) NLe.5,000.00
14. Examination of substance (section 18 (5); Regulations 31) - NLe.7,500.00
15. On grant of patent (section 11) and Regulations 8, 15, 17, 26) NLe.12,500.00
16. On grant of utility certificate (Regulation 52) - NLe. 6,500.00 - NLe.13,000.00
17. Certificate of grant of patent (Regulation 33 (3)) - No fee
18. Certificate of grant of utility certificate (Regulation 52 (1)(c)) - No fee
19. Annual fee for patents (sections 25 (1) and (2) (Regulation 8 (1) (b))

1st anniversary.....	NLe.5,000.00
2nd anniversary.....	NLe.10,000.00
3rd anniversary.....	NLe. 15,000.00
4th anniversary	NLe.20,000.00
5th anniversary	NLe.25,000.00
6th anniversary.....	NLe.30,000.00
7th anniversary.....	NLe. 35,000.00
8th anniversary.....	NLe. 40,000.00
9th anniversary.....	NLe. 45,000.00
10th anniversary.....	NLe. 50,000.00
11th anniversary.....	NLe.75,000.00
12th anniversary.....	NLe.125,000.00
13th anniversary.....	NLe.150,000.00
14th anniversary.....	NLe.175,000.00
15th anniversary.....	NLe.200,000.00

- | | |
|-----------------------|----------------|
| 16th anniversary..... | NLe.225,000.00 |
| 17th anniversary..... | NLe.250,000.00 |
| 18th anniversary..... | NLe.275,000.00 |
| 19th anniversary..... | NLe.300,000.00 |
20. Annual fee for utility certificates (sections 37) and Regulations 52 (2)

1st anniversary.....	NLe.2,500.00
2nd anniversary.....	NLe. 5,000.00
3rd anniversary.....	NLe.7,500.00
4th anniversary.....	NLe.10,000.00
5th anniversary.....	NLe.12,500.00
6th anniversary.....	NLe.15,000.00
 21. Surcharge for extension of time for payment of Annual Fee (Section 25; Regulation 54(3))

Not exceeding one month.....	NLe.1,000.00
Not exceeding two months	NLe.2,000.00
Not exceeding three months.....	NLe. 3,000.00
Not exceeding four months.....	NLe. 4,000.00
Not exceeding five months	NLe.5,000.00
Not exceeding six months.....	NLe.6,000.00
 22. On application for extension of time of a patent (section 69; Regulation 54 (3)) - NLe.1,000.00
 23. Application for restoration of a lapsed patent or utility certificate of an application which is deemed to have been withdrawn (Regulation 35 (3) (a) (ii) - No fee
 24. On restoration of a lapsed patent utility certificate or application which is deemed to have been withdrawn (Regulation 35 (2)) - NLe.2,500.00
 25. On offer to surrender a patent or utility certificate or claims therein (section 64; Regulations 36 (1) - No fee

26. On notice of opposition to an offer to surrender a patent or utility certificate or claims therein (Regulation 36 (2) - NLe.2,500.00
27. On request for alteration of name, nationality, address or address for service, (Regulation 38) - NLe.2,500.00
28. On application to record change in ownership of a patent or utility certificate or application for a patent or utility certificate (Regulations 39) - NLe.2,500.00
29. On request for inspection of register (Regulation 40) -NLe.1,250.00
30. On request for certified copies or extracts from the register (Regulation 41)- NLe.2,500.00 -
31. On request for the correction of an error in the register or in any connected document (regulation 37(1)) 2,500.00
32. On request for the correction of an error relating to a patent, patent application, utility certificate or utility application (regulation 37(2)) 2,500.00
33. On notice of opposition to the correction of an error relating to a patent or utility certificate (Regulation 42) - NLe.2,500.00
34. On application for record of order of court or tribunal (Regulation 43) - NLe.2,500.00 -
35. On petition for registration of licence contract (section 61; Regulation 46 - NLe.5,000.00

36. Certificate of registration of licence contract (Regulation 47) - NLe. 5,000.00
37. On request for entry in the register to the effect that licences under the patent or utility certificate are available as of right (Regulations 37) - No fee
38. On request for conversion of an application for a utility certificate into an application for a patent (section 37; Regulation 52 (2)) - NLe.2,500.00
39. On request for conversion of an application for a patent into an application for a utility certificate - No fee
40. On notice of objection to an application for entry in the register that licences are available as of right - NLe. 2,500.00
41. On application for cancellation of entry in the Register that licences are available as of right section - NLe. 2,500.00
42. On request for extension of time limit prior to expiry date or after date thereof (Regulation 54) - NLe. 2,500.00
43. On request for hearing (regulation 62) - NLe. 2,000.00
44. Transmittal fee for international application - NLe. 2,500.00
45. Fee for preparation of copies of international application, per page (Regulation 53)- NLe. 1,000.00
46. Special fee - NLe. 1,000.00

SECOND SCHEDULE

Form No. 1 **Regulation 7(3)**

FOR OFFICIAL USE

To: The Registrar

The Registrar's Office

Address) Received on:

Appointment of Representative (Power of Attorney) Applicant's or Agent's File Reference:

I/We.....

.....

.....

hereby appoint

Name:

Address:

Telegraphic Address:

Telephone No.: Facsimile No.: Telex No.:

to Act as my/our representative in all proceedings relating to:

Application for grant of patent and any patent granted pursuant thereto

.....

Application for grant of utility certificate and any utility certificate granted pursuant to.

Other (specify)

.....

and ratify all Acts done by the representative on my/our behalf in connection with that (those) matter(s), and request that all notices, requisitions and communications relating thereto to be sent to the said representative at his address.

Any previous appointment in respect of the same matter(s) is hereby revoked.

SIGNATURE(S)* :.....

.....

(Date)

*Type name(s) under signature

Notes

1. The person making the application should complete the form entering his name and address in the space provided.
2. The title of invention and the application number shall be indicated, if known

Form No. 2 **Regulations 8, 17, 26**

FOR OFFICIAL USE

Date of Receipt by Registrar's Office:

To: The Registrar

The Registrar's Office APPLICATION No.:

(Address)

(Office's Stamp)

Filing Date:

APPLICATION FOR GRANT OF PATENT

Utility Certificate Applicant's or Agent's File Reference:

The Applicant(s) Request(s) the grant of a Patent Utility Certificate in Respect of the following particulars:

.....

I. TITLE OF INVENTION

.....

.....

II. APPLICANT(S)

(The data concerning each applicant must appear in this box or, if the space is insufficient, in the supplemental box). Additional information is contained in supplemental box

Name:

Address:

Nationality:

Country of residence or principal place of business:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

III. AGENT

The following agent has been appointed by the applicant(s) in the power of attorney accompanying this Form to be filed within one month from the filing of this Form

Name:

Address:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

IV. INVENTOR

The inventor is the applicant

Additional information contained in supplemental box

If inventor is not the applicant:

Name:

Address:

The statement under section 12(4) justifying the applicant's right accompanies this Form

V. DIVISIONAL APPLICATION

The application is a divisional application

The benefit of the filing date priority date

of the initial application is claimed in as much as the subject matter of the present application is contained in the initial application identified below.

Initial Application No.:

Date of filing or priority date, if any, of initial application:

VI. DISCLOSURES TO BE DISREGARDED FOR PRIOR ART PURPOSES

Disclosure occurred not more than six months before the filing date or, where priority is claimed, priority date of the present application by reason or in consequence of:

Acts performed by the applicant or his predecessor in title (including the display of the invention at an official or officially recognized international exhibition).

an evident abuse committed by a third party with regard to the rights of applicant or his predecessor in title.

Additional information is contained in a statement accompanying this Form

VII. PRIORITY DECLARATION

(if any) The priority of (an) earlier application(s) is claimed as follows The priority of more than one earlier application is claimed; the data are indicated in the supplemental box

Country (if the earlier application is a regional or Filing Date:

international application, indicate the office with Application No.:

which and the countries for which it was filed): will be furnished within three months

Symbol of the International Patent Classification: not yet allowed

The certified copy of the earlier applications accompanies this Form will be furnished with the time limit prescribed by regulation 17 (5).

VIII. SUPPLEMENTAL BOX*

IX. CHECK LIST (TO BE FILLED IN BY THE APPLICANT)

A. This application contains the following B. This Form, as filed, is accompanied by the items ticked below

1. request sheet(s) separate signed power of attorney.
2. description sheet(s) statement justifying the applicant's right
3. claim(s) sheet(s) statement that certain disclosures be disregarded.
4. abstract sheet(s) priority document(s) (certified copy of earlier application(s)
5. drawing(s) sheet(s) English translation of earlier application(s) on which priority declaration is based.

Total sheets

C. Figure number of the drawings application fee

(if any) is suggested to accompany other documents (specify) the abstract for publication

Signature(s)*

(Date)

*Type name(s) under signature.

X. TO BE FILLED IN BY THE REGISTRAR

1. Date of receipt of corrections or later filed documents completing the application:
2. Date fees received:

*Use this box if any of the boxes is not large enough to contain information to be furnished. Indicate the boxes continued in this box by their roman numerals and title (e.g., "II) APPLICANT(S) (continued)").

Form No. 3**Regulation 10,12 (3)**

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

[Address]

Request for Registrar's Certificate Authorising the release of a sample from a culture collection Application or Agent's File Reference:

I/We

(a) declare as follows:

(i) that the micro-organism deposited at is referred to in patent application. Patent

No

(ii) that the invention disclosed in the said patent application/patent requires for its performance the use of the micro-organism identified above; and

(b) undertake, if a sample of the said micro-organism is released to me/us,

(i) not to make the culture available to any other person until the application for the patent is refused or withdrawn or, if a patent is granted, until it ceases to have effect without the possibility of renewal or restoration in accordance with section 32(5) to (7); and

(ii) to use the culture for experimental purposes only until the application is refused or withdrawn or deemed to be withdrawn or until the date of publication in the Gazette of a notice that the patent has been granted; and

(c) accordingly request that the Registrar's certificate authorising the releases of a sample of the said micro-organism may be forwarded to me/us.

Signature

.....

Name of Agent (if any).....

Address to which Registrar's certificate should be sent

 *Type names under signature

NOTES

1. This form should be completed by the person making the request entering his name and address and information identifying the relevant culture collection, and patent application or patent number in the space provided.
2. The undertaking at (b) (ii) may be deleted either:
 - (a) where the reference to the micro-organism in question appears in the granted patent; or

- (b) where the person making the request is a government department or person authorised in writing by a government to make the request and the request is made in order to enable any Act specified in section 54 in conjunction with section 28 to be done in relation to the culture in question for the purpose of the government.

3. This form should be accompanied by the prescribed fee

Form No. 4

Regulation 23(1)

To*:

Request by Registrar for Information Concerning corresponding foreign applications, Patents or

other titles of protection Applicant's or Agent's File

Reference:

In the matter of:

Patent	Application	No.
.....		

Utility	Certificate	Application
---------	-------------	-------------

No.

the Registrar hereby requests, in accordance with section 16, that the applicant(s) furnish Within (period to be specified)**, the date and number of

any application for a patent or other title of protection filed by the applicant(s) with a national industrial 'property office or with a regional industrial property office ("foreign application") relating to the same or essentially the same invention as the claimed in the above-identified application.

within (period to be specified)**, the following documents relating to the following foreign application:

- (i) a copy of any communication received by the applicant(s) concerning the results of any search or examination carried out in respect of the foreign application;
- (ii) a copy of the patent or other title of protection granted on the basis of foreign application;
- (iii) a copy of any final decision rejecting the foreign application or refusing the grant requested in the foreign application;
- (iv) a copy of any final decision invalidating the patent or title of protection granted on the basis of the said foreign application;
- (v) a copy of any communication received by the applicant(s) in which publications or other documents establishing the prior art are mentioned.

*Indicate addressee

**Insert time limit in accordance with Rule 20

SIGNATURE

Registrar

Date

NOTE

The Applicant has the right to submit comments on the documents furnished pursuant to this request.

Form No. 5
31(2)
Regulations

To*:

Invitation to correct Application for Grant of Patent or utility Certificate Applicant's or Agent's

File Reference:

In the matter of:

Patent	Application	No.
.....		

Utility Certificate Application No pursuant to an examination

in accordance with section 18(7) and Rule 25(1), the Registrar hereby requests that the applicant(s), within three months from the date of this invitation, file the following correction(s), together within the payment of the prescribed fee:

SIGNATURE

The Registrar

Date

*Indicate addressee

Form No. 6
Regulation 28(3)

To*: Notification of decision refusing Application for grant of Patent or utility Certificate on Grounds of Non-Compliance with formal requirements Applicant's or Agent's File Reference:

In the matter of:

Patent	Application	No
.....		

Utility Certificate Application No the Registrar hereby notifies the applicant(s) that he has decided to refuse the above-identified application on grounds of non-compliance with the prescribed formal requirements because the applicant(s) failed to respond to the invitation by the Registrar to correct the above identified application, which was transmitted to the applicant(s) on Form No. 5, dated

despite any correction which was made by the applicant(s) on (date) in response to the invitation by the Registrar to correct the above-identified application (transmitted to the applicant(s) on Form 5, dated, and for the reasons stated below on the attached page(s):

SIGNATURE

The Registrar

Date

*Indicate addressee

Form No. 7**Regulation 28(1)**

To*

Notification that Application for grant of Patent or Utility Certificate complies with formal requirements

Applicant's or Agent's File Reference:

*In the matter of:

Patent	Application	No
.....		

Utility Certificate Application No the Registrar hereby notifies the applicant(s), pursuant to Rule 25(3), that the above-identified application complies with the prescribed formal requirements.

SIGNATURE

The Registrar Date

*Indicate addressee

Form No. 8**Regulation 30(3)**

To*:

Notification of Non-compliance with substantive requirements and invitation to submit observations and/or amended application for grant of Patent or Utility Certificate. Applicant's or Agent's File

Reference:

In the matter of:

Patent	Application
No.	

Utility Certificate Application No the Registrar hereby notifies the applicant(s) that, taking due account of the conclusions of the report on the international-type search referred to in sections 19(4) and (5) (a copy of which is attached hereto)*

report on the examination referred to in section 20 (6) (a) copy of which is attached hereto),**

the following substantive requirements have not been fulfilled with respect to the above-identified application for the reasons stated below on the attached page(s): The applicant(s) is/are hereby invited to submit, within

.....

 (period to be specified*), his/their observations and, where applicable, an amended application.

Signature

The Registrar

Date

* Indicate addressee

**Section 27 does not apply in case of applications for utility certificates.

*Insert time limit in accordance with regulations 26 (3) and 27 (3).

Form No. 9**Regulation 31 (4)**

To*:

Notification of decision refusing to grant patent on grounds of Non-compliance with substantive requirements Applicant's or Agent's File Reference:

IN the matter of Patent

Application No

the Registrar hereby notifies the applicant(s) that he has decided to refuse to grant a patent on the above-identified application on grounds of non-compliance with substantive requirements.

because the applicant(s) failed to respond to the invitation to submit observations and any amendments, which was transmitted to the applicant(s) on Form 8, dated

despite the observations and any amendment or division submitted by the applicant(s) in response to the invitation to submit observations and any amendments, (transmitted to the applicant(s) on

Form 8, dated.....), and for the reasons stated below on the attached page(s):

A copy of the search and examination report on which this decision is based is attached hereto. This decision is based upon the search and examination report which has already been sent, together with Form No. 8

Signature

The Registrar

Date

*Indicate addressee

Form No. 10**Regulations 31(5)**

To*:

Notification of Decision to grant Patent or Utility Certificate Applicant's or Agent's File

Reference:

In the matter of:

Patent

Application

No.
Utility Certificate Application No the Registrar hereby notifies

the applicant(s) that he has decided to grant a Patent/Utility Certificate on the above-identified application.

A copy of the search and examination report upon which this decision is based is attached hereto.**

The applicant(s) is/are hereby requested to make payment of the grant and publication fee within three months from the date of this notification.

SIGNATURE

The Registrar

Date

*Indicate addressee

**Does not apply in case of applications for Utility Certificates

Form No. 11**Regulation 33**

- (19) Sierra Leone (11) Publication Number:
 (12) Patent (51) International Patent Classification:
 (72) Inventor(s): (21) Application Number: (73) Owner(s): (22) Date of Filing:
 (74) Agent and/or Address for Service (45) Date of Publication:
 (30) Priority Data:
 (54) Title of the Invention:
 (57) Abstract:
 (56) Prior Art Documents:

Form No. 11A**Regulation 52****SIERRALEONE**

Publication Number:

Utility

International Patent Classification:

Inventor(s):

Application Number:

Owner(s):

Date of Filing:

Agent and/or Address for Service

Date of Publication:

Priority Data:

Title of the Invention:

Abstract:

Prior Art Documents:

Form No. 12**Regulation 33(3)**

To*:

Certificate of Grant of Patent Applicant's or Agent's File Reference:
 In accordance with section 21(1) of the Patents Law, 1992, it is hereby certified that
 a patent having the number has been granted
 to

Name:

Address:

on (date):

in respect of an invention disclosed in an application for that patent having a
 date of filing of:

date of priority of:

being an invention for

.....

.....

(title)

Signature Date

The Registrar

* Indicate addressee

Form No. 12A**(Regulation 27(3))**

To*:

Certificate of grant of UTILITY CERTIFICATE

Applicant's or Agent's File Reference

In accordance with section 36 of the Patent and Industrial Design Act, 2012, it is hereby certified that a utility certificate having the number.....has been granted to Name: Address: on (date): in respect of an invention disclosed in an application for that patent having a date of filing of: date of priority of: being an invention for

.....
 (title)

Signature

Date

The Registrar

* Indicate addresses

Form No. 13**(Regulations 34(1) & (2), 35(3))**

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address) PAYMENT OF ANNUAL FEE Applicant's or Agent's File
 Reference:

I/We.....

.....

.....

transmit the annual fee due on

.....

which is prescribed for the continuance in force for its year of

Patent No.....

Patent Application No

.....

Utility	Certificate	No
---------	-------------	----

.....

Utility	Certificate	Application	No
---------	-------------	-------------	----

.....

standing in the name(s) of

.....

and request that the Certificate of Payment may be sent to me/us.

The Certificate of Payment may be sent to the following address:

Signature(s)*:..... Date

.....
 *Type name(s) under signature

NOTES

1. The person making the application should complete the form entering his name and address in the space provided.
2. Where the applicant or the owner of the Patent/Utility Certificate requires the certificate of payment to be sent to him at an address in Ghana other than the address for service specified in the register, he should give the address in the space provided.

To*:

CERTIFICATE OF PAYMENT OF ANNUAL FEE

This is to certify that the prescribed fee has been duly paid and

Patent No.....

Patent	Application	No.
--------	-------------	-----

Utility	Certificate	No
---------	-------------	----

Utility	Certificate	Application	No
---------	-------------	-------------	----

renewed until

when

the next annual fee will be due.

Signature Date

..... The Registrar

* Indicate addressee

Form No. 14

(Regulation 34(3))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

GRACE PERIOD FOR PAYMENT OF ANNUAL FEE Applicant's or Agent's File
 Reference: I/We

.....

hereby transmit the additional fee payable in respect of the extension of time of
 month(s)** for the payment of the annual fee concerning.

Patent No.....

Patent	Application	No.
--------	-------------	-----

Utility	Certificate	Application	No
---------	-------------	-------------	----

Utility	Certificate	No
---------	-------------	----

Signature(s)* Date:

.....

* Type name(s) under signature.

** Period to be specified.

NOTES

1. The person making the application should complete the Form entering his name and address in the space provided.
2. This Form should be accompanied by Form No. 13 and the corresponding unpaid annual fee.
3. The time for payment of the annual fee may be extended for a period of up to six months. The amount of the additional fee, which depends on the period of extension, as prescribed in the First Schedule.

Form No. 15**(Regulation 35 (1))**

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

APPLICATION FOR RESTORATION OF A LAPSED PATENT OR UTILITY
CERTIFICATE OR OF AN APPLICATION WHICH IS DEEMED TO HAVE BEEN
WITHDRAWN Applicant's or Agent's File Reference:

I/We

.....

.....

apply for an order for the restoration of

Patent

No.....

.....

Patent Application No.

Utility Certificate Application No

Utility Certificate No

.....

My/Our reasons for applying for this restoration are as follows:

Signature(s)*..... Date:

*Type name(s) under signature

NOTES

1. The person making the application should complete this form by entering his name and address in the space provided.
2. The payment of the unpaid annual fee and the restoration on fee will be requested by the Registrar if he decides to allow the application.

Form No. 16

(Regulation 35 (3))

FOR OFFICIAL USE

Received on:

To* The Registrar

The Registrar's Office

(Address)

Restoration of a Lapsed Patent or Utility Certificate or an Application which is deemed to have been withdrawn Applicant's or Agent's File Reference

I/We

hereby transmit the prescribed restoration fee in connection with the restoration of
Patent

No.....

Patent	Application	No
--------	-------------	----

Utility	Certificate	Application	No
---------	-------------	-------------	----

Utility	Certificate	No
---------	-------------	----

together with Form No. 13, duly completed.

Signature(s)* Date:

* Type name(s) under signature

NOTES

The person transmitting the fee should complete the form entering his name and address in the space provided.

Form No. 17

(Regulation 36(1))

FOR OFFICIAL USE

Received on:

To The Registrar

The Registrar's Office

(Address)

Offer to Surrender a Patent/Utility Certificate of Claim(s) therein Applicant's or Agent's File Reference:

I/We

offer to surrender

Patent

No.....

Utility	Certificate	No.
---------	-------------	-----

the following claims

in	Patent	No.
----	--------	-----

the following claims

in Utility Certificate No

I/We declare that no Action is pending before the court for infringement or for revocation of the Patent/Utility Certificate.

My/Our reasons for making this offer are as follows:

.....

Signature (s)*

Date.....

* Type name(s) under signature

.....

NOTES

1. The person making the offer should complete the form by entering his name and address in the space provided.
2. If an Action before the court is pending, the declaration above should be deleted and full particulars of such Action furnished in writing, together with this form, to the Registrar.
3. This form should be accompanied by the prescribed fee.

Form No. 18

(Regulation 36(2))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Notice of Opposition of offer to Surrender a Patent/Utility Certificate or Claim(s) therein Applicant's or Agent's File

Reference:

I/We

.....

give notice of opposition to the offer to surrender

Patent No.....

Utility Certificate No.

the following claims

in Patent No.

.....

the following claims

in Utility Certificate No

.....

and attach, in duplicate, the grounds of opposition.

Signature(s)*..... Date

..... Name of
 Agent (if any)

Address for service in Ghana to which all communications should be sent

.....

.....

.....

* Type name(s) under signature

.....

.....

NOTES

1. The person giving the notice should complete the form by entering his name and address in the space provided.
2. This form should be accompanied by the prescribed fee.

Form No. 19**(Regulation 38 (1))**

FOR OFFICIAL USE

To: The Registrar Received on:
The Registrar's Office
(Address)

Request for Alteration of Name, Nationality Address or Address for Service
Applicant's or Agent's File Reference:

In the matter of

Patent	Application	No.
.....		

Patent

No.....

Utility	Certificate	Application	No
.....			

Utility	Certificate	No
.....		

I/We

.....

.....

request that the

Name	Address for service
------	---------------------

Address	Nationality
---------	-------------

now	on	record	be	altered	to:
-----	----	--------	----	---------	-----

.....

.....

.....

Signature(s)*.....

Date.....

*Type name(s) under signature

NOTES

1. The person(s) making the request should complete the form indicating whether the request relates to an application for a patent or to a granted patent or an application for a Utility Certificate or a granted Utility Certificate by appropriate deletion and by insertion of the number of the application or Patent or Utility Certificate as the case may be.
2. Where the request is for alteration in a name, evidence of the alteration must be furnished.
3. This form should be accompanied by the prescribed fee.

Form No. 20**(Regulation 39(1))**

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Request for Record of Change in Ownership of a Patent or Utility Certificate or
Application for a Patent or Utility Certificate Applicant's or Agent's File Reference:

I/We

.....

apply to the Registrar to record the change of ownership relating to:

Patent	Application	No.
.....		

Patent No.....

Utility	Certificate	Application	No
.....			

Utility	Certificate	No
.....		

The details are indicated on page 2 of this form.

I/We submit the accompanying certified copy, official document or extract establishing the transaction, instrument or event by virtue of which the application is being made. Signature(*) Date

*	Type	name(s)	under	signature
.....				

NOTES

1. The name and address of the person making the application should be entered in the space provided. 2. Details of the transaction, instrument or event to be recorded, i.e. whether it is an assignment, a licence or a mortgage etc., should be stated where appropriate together with its date and the parties to the same.
2. This form should be accompanied by the prescribed fee.
3. The agreement assigning ownership must contain at least the number and date of the Patent or Utility Certificate or application thereof, the title of the invention and the names, nationalities, addresses, and signatures of assignor and assignee.

I. PRESENT APPLICANT(S)/OWNER(S) ON RECORD

Name:

Address:

II. NEW APPLICANT(S)/OWNER(S)

Name:

Address:

Nationality:

Country of residence or principal place of business:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

III. REPRESENTATIVE OF NEW APPLICANT(S)/OWNER(S) (if any)*

The following representative has been appointed by the new applicant(s)/owner(s) in the power of attorney on Form No. 1.

accompanying this form

to be filed within one month from the filling of this form

Name:

Address:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

* Fill in this item only if the new applicant(s)/owner(s) has (have) appointed a new representative; otherwise, it shall be presumed that the representative of the previous applicant(s)/owner(s) continues to represent the new one(s).

Form No. 21

(Regulation 40 (2), 41
FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Request for the Furnishing of or Access to Miscellaneous Information Applicant's or Agent's File Reference:

I/We request:

(a) that I/We be allowed to inspect the register in relation to:

Patent No. Date of grant:

Utility Certificate No. Date of grant:

(b) that I/We be supplied with certified* copies of or extracts of the following** form the register or copies of documents relating to:

Patent No. Date of grant:

Utility Certificate No. Date of grant:

Signature(s)* Date

Name and address to which reply should
be sent

.....
.....
.....

* Delete if necessary.

** Clearly identify the copies or extracts requested.

Form No. 22**(Regulation 42(1))**
FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Request for the Correction of an Error in the Register or in any Connected Document
Applicant's or Agent's File Reference:

I/We

.....

.....

request:

(a) that the entry made in the register in relation to:

Patent No.

Utility Certificate No.

and/or

(b) that the undermentioned document filed in connection with such registration
be corrected

(i) as shown in red ink on the annexed copy of or

(ii) as follows

Signature(s)* Date.....

*Type name(s) under signature

.....

1. The person making the request should clearly identify in the space provided the document containing the error to be corrected and should also supply a copy thereof with the desired corrections shown in red ink, unless it is not convenient to do so, in which case the corrections sought may be stated in the space provided.

This form should be accompanied by the prescribed fee.

Form No. 23**(Regulation 42 (2))**

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Request for the Correction of an Error Relating to a Patent, Patent Application,
Utility Certificate or Utility Certificate Application Applicant's or Agent's File
Reference:

I/We

.....

.....
hereby request that the error in the description, claim(s) or drawing(s) relating to:

Patent Application No.

Utility Certificate Application

No.

No.

Utility Certificate

No. may be corrected

(a) as shown in red ink in the annexed copy the said

as shown in red ink on the annexed copy of
or

(b) as follows: Signature(s)* Date

_____ * Type name(s) under signature

NOTES:

1. The person making the request should clearly identify in the space provided, the document containing the error to be corrected and should also supply a copy thereof with the desired corrections shown in red ink, unless it is not convenient to do so, in which case the corrections sought may be stated in the space provided.
2. This form should be accompanied by the prescribed fee. Form No. 25 (Regulation 37 (5)) FOR OFFICIAL USE Received on: To: The Registrar The Registrar's Office (Address) Notice of opposition to the correction of an Error relating to a Patent or Utility Certificate Applicant's or Agent's File Reference:

I/We

Name:

Address:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

* Fill in this item only if the new applicant(s)/owner(s) has (have) appointed a new representative; otherwise, it shall be presumed that the representative of the previous applicant(s)/owner(s) continues to represent the new one(s).

Form No. 24

(Regulation 42 (5))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office (Address)

Notice of opposition to the correction of an Error relating to a Patent or Utility Certificate

Applicant's or Agent's File Reference:

I/We

.....

.....

hereby give notice of opposition to the request, dated

..... made

by.....

.....

..... for the

correction of an error or mistake made in connection with

.....

Patent No. Utility

Certificate No. and attach, in duplicate, the statement referred to in Rule 39(2) (d). The grounds upon which the said correction is opposed are as follows: * Address for service in Sierra Leone to which all communications should be sent

.....

.....

Signature(s)*

Date

.....

*To be continued on additional page, if necessary. *Type name(s) under signature

.....

NOTES:

1. The name and address of the opponent should be inserted in the space provided, and details of the request being opposed furnished where indicated.

2. Notice of opposition has to be given in duplicate.

3. This form should be accompanied by the prescribed fee.

Form No. 25

(Regulation 43)

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office (Address)

Application for record of order of court or Tribunal

Applicant's or Agent's File Reference:

I/We.....

.....

.....hereby transmit, for recordal and necessary action, a certified copy of an order of the court/tribunal with reference to: Patent

Application No.....

Patent No.....

Utility Certificate No.....

Utility Certificate No

Signature(s)* Date

..... *Type name(s) under signature.

.....

.....

.....

1. The person making the application should complete the form by entering his name and address in the space provided.
2. This form should be accompanied by the prescribed fee.

Form No. 26

(Regulation 46(1))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's office (Address)

Petition for Registration of Licence Contract

Applicant's or Agent's File Reference:

Petition is hereby made for the Registration of the following licence contract by the Applicants mentioned below in the matter of:

.....Patent

No. Utility Certificate

Application No.....

Patent No.

Utility Application No

Certificate No.....

.....

I. LICENSOR LICENSEE Name Name
..... Country Country
..... Address Address
.....
Nationality Nationality.....

II.	Trade or Business Description	Trade or Business Description

III. Principal Place of Business Principal place of Business Telephone
No..... Telephone No Telegraphic Address
..... Telegraphic

Address.....

.....

.....

.....

Telex No..... Telex No..... Facsimile

No..... Facsimile No

IV. Technical Field to which the Contract (copy attached) Relates

.....

.....

IV. Name and Address of Agent Name and Address of Agent (if any) (if any)

.....

V. Address for Service Address for Service

.....

VI. Signature Signature Date

..... Date..... (Licensor) (Licensee)

NOTES

1. The Signature of only the licensor or licensee is sufficient.
2. This form should be accompanied by the prescribed fee. Applicant's or Agent's File Reference:

it is hereby certified that a petition to register a licence contract relating to: Patent

No..... Patent Application

No. Utility

Certificate Application No

Utility Certificate No has been received

.....

no.....

on

Signature..... Date

The Registrar

* Indicate addressee

Form No. 27

(Regulation 47)

To*

Certificate of Registration of Licence Contract

Applicant's or Agent's File Reference:

In accordance with it is hereby certified that a licence contract relating to:

Patent Application No.....

Patent No.....

Utility Certificate Application No.....

Utility Certificate No...../.....

..... between

1. LICENSOR LICENSEE Name Name

Country Country

.....

..... Address.....

.....has been registered.

Date of registration..... Date of

petition.....Registration
 No.....Signature
Date Registrar Date

Form No. 28 (Regulation 52(2))

FOR OFFICIAL USE

Received on:
 To: The Registrar
 The Registrar's Office (Address)

Conversion of Application

Applicant's or Agent's File Reference:

I/We.....
hereby request
 that Patent
 Application No..... Utility
 Certificate Application No be
 converted into an application. for a Utility Certificate
for a
 Patent with
 the filing date of the initial application.

Signature(s)*..... Date

..... *Type name(s) under signature

NOTES:

1. The person requesting the conversion should complete the form by entering his name and address in the space provided.
2. This form should be accompanied by the prescribed fee.

Form No. 29 (Regulation 64(b))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office (Address)

REGISTRATION OF INDUSTRIAL DESIGN

REQUEST FOR REGISTRATION	For Official Use
OF INDUSTRIAL DESIGN	Date of Receipt of Application
	Application No.
	Officers's Stamp

To: The Registrar of Industrial Designs
 Roxy Building
 Walpole Street
 Freetown For Official Use

FILING DATE:

THE APPLICANT(S) REQUEST(S) THE REGISTRATION OF AN INDUSTRIAL DESIGN IN RESPECT OF THE FOLLOWING PARTICULARS:

I. TITLE OF INDUSTRIAL DESIGN:

II. REPRESENTATION OF INDUSTRIAL DESIGN:

III. APPLICANT(S) (The data concerning each applicant must appear in this box or, if that space is insufficient, in the supplemental box.)

Additional information is contained in supplemental box

Name:

Address:

Nationality:

Country of residence of principal place of business:

Telephone:

Email:

Fax

IV. REPRESENTATIVE

The following representative has been appointed by the applicant(s) in the power of attorney.

Reference No.

Name:

Address:

Telephone

Email:

Fax

V. CREATOR

Additional information is contained in supplemental box

The creator is the applicant:

If creator is not the applicant:

Name:

Address:

Telephone:

Email:

Fax:

The statement specifying the basis of the applicant's right to the design accompanies this Form

VI. NATURE OF INDUSTRIAL DESIGN

Two-dimensional

Three-dimensional

different graphic reproductions

VII. CHECKLIST

This Form, as filed, is accompanied by the items checked below:

separate signed power or attorney

graphic reproduction(s)

statement specifying the basis of the applicant's right to the registration of industrial design

priority document(s) (certified copy of earlier application(s))

English translation of earlier application(s) on which priority declaration is based

receipt for the fees paid

undertaking to pay the prescribed fees within 21 days

other documents(s) (specify)

VIII. SIGNATURE, DATE & STAMP

FORM 30

CERTIFICATE OF REGISTRATION OF INDUSTRIAL DESIGN (Regulation 67(1))

In accordance with section 54 of the Patent and Industrial Designs Act, 2012, it is hereby certified that an industrial design having the registration

No.....has been registered for:

Name:

Address:

On (Date)

In respect of an industrial design disclosed in an application for registration of that industrial design, having the following

Filing date:

Priority date:

Being an industrial design for:

.....
(Products)

Created by:

Name:

Address:

A copy of the reproduction of the industrial design accompanies this Certificate.

Dated this , day of 20....

..

.....
Registrar

MADE this 26th day of June, 2024.

Freetown,
Sierra Leone.

MOHAMED LAMIN TARAWALLEY
Attorney-General and Minister of Justice