



**WIPO File (Online IP Filing System)
User Manual
Version (3.0)**



**Ministry of Commerce
Department of Intellectual Property
Office (52), Naypyitaw**

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1. Introduction

Department of Intellectual Property, Ministry of Commerce, Myanmar has issued a Trademark Online Filing Manual on Thursday 1st October 2020, which sets out an overview of DIPM rules and procedures in relation to the e-filing process (**WIPO File**). The purpose of the manual is to provide the representative of law firm / legal service with the necessary guidance to help them navigate the online filing system.

WIPO File is a modular and extensible system that is used for online submission of applications and supporting documents by the representative of law firm/legal service. It will be developed into a fully online filing system by integrating with local payment and authentication systems. It enables you to file online trademarks and submit it electronically, along with the supporting documents to Department of Intellectual Property. Once the application has been submitted, Department of Intellectual Property reviews the application and subsequently approves or rejects it.

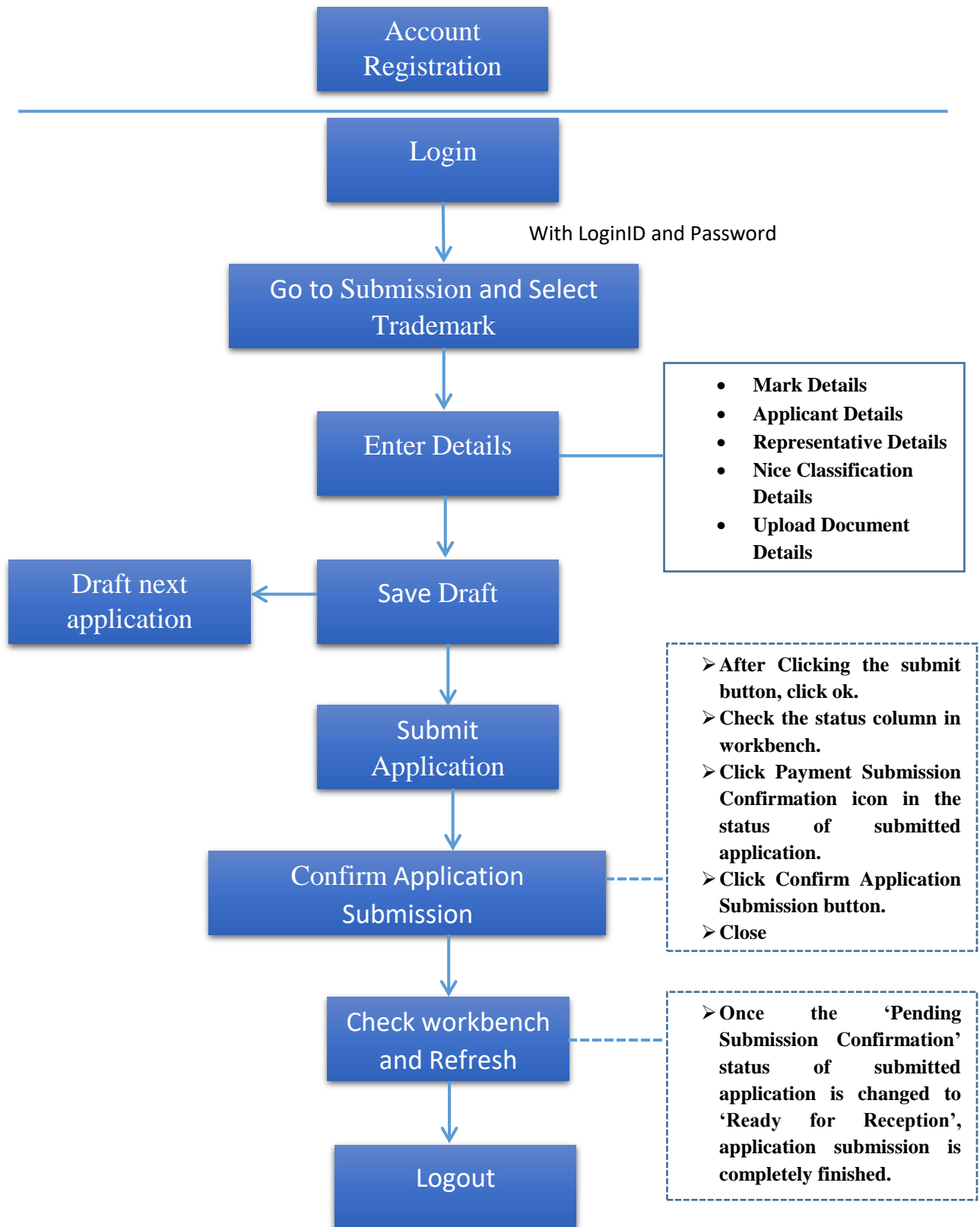
2. Basic Requirements

- Operating System: Window 7/8/10 and above
- Web Browser: Internet Explorer 8 and above, Mozilla, Google Chrome.

3. Prerequisite

- **Turn pop-ups on or off**
 - Chrome setting
 1. On your computer, open Chrome.
 2. At the top right, click More Settings.
 3. At the bottom, click Advanced.
 4. Under "Privacy and security," click Site settings.
 5. Click **Pop-ups** and redirects.
 6. At the top, turn the setting to Allowed
 7. Click Add in Allow and add <https://efiling.ipd.gov.mm>
 - Firefox setting
 1. Open the browser.
 2. Click the "gear" menu icon (top right) to select the option menu.
 3. Click the **Content** icon located at the top of the window.
 4. Click the Privacy and Security.
 5. Make sure that **Block pop-up windows** is activated (checkbox).
 6. Click the Exceptions button located to the right of Block pop-up windows.
 7. You will see the Allowed Sites dialog box.
 8. To enable the browser as trusted sites and, therefore, enable pop-ups from these sites, in the Address of web site field, type the site's URL (**<https://efiling.ipd.gov.mm>**)
 9. Then click **Allow**.

4. Flow Chart



Once the document is successfully uploaded, uploaded documents would appear in the tabular form.

5. How to Register?

- **Registration can be done by:** **The representative of law firm / legal service**
 - In order to get log-in account, IP Agent must request to register via admin@ipd.gov.mm by filing in the User Account Registration Form that is issued by Department Intellectual Property. If the IP officer finds the form valid, WIPO File User Authentication account will be sent to the representative's email address in the form.
 - The user authentication account (Username and Password) should never be shared, even among the same law firm.
 - You have fully responsible for your registered username and password, and documents filed with your username and password is presumed to have been filed by you.
 - If your password is compromised, immediately change the password and notify your e-filing provider.

6. Login

- Open any browser, and type the URL, <https://efiling.ipd.gov.mm>, of Department of Intellectual Property. Login facility is available on the home page as shown in Screenshot (1).
- Upon successful Registration, user can login either with LoginID and Password.

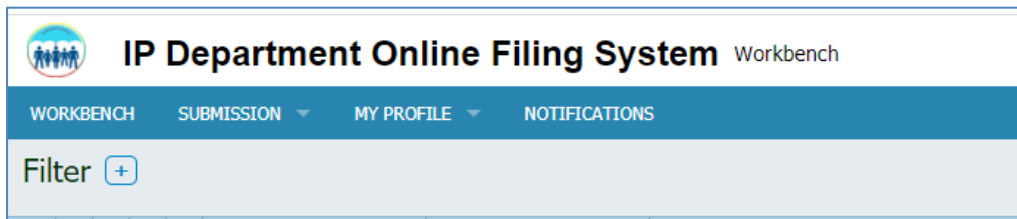


Screenshot (1)

7. Agent User Login

7.1. Workbench

- After Login, the main screen shall appear as under **Screenshot(2)**:

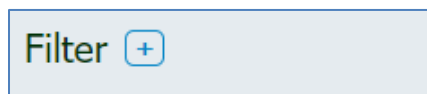


Screenshot (2)


- The Agent user under the IP Agent online application can view the following menu options – Workbench, Submission and My Profile and Notification.
 - **Workbench:** The Workbench acts as a dashboard which gives the user a summarized view of all the applications that the agent user has worked on at one single place. *(Refer to Section 9 for further details)*
 - **Submission:** is intended for the purpose of filing Trademark and Post filing. Depending on the nature of the application it is classified and filed under appropriate section. *(Refer to Section 8 for further details)*
 - **My profile:** To customize your own profile *(Refer to Section 10 for further details)*
 - **Notifications:** To notify from IP Department.

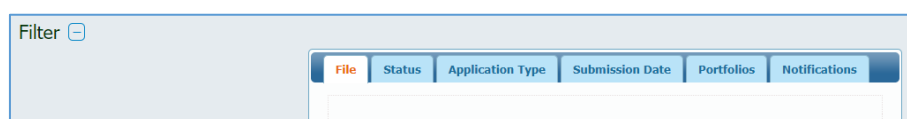
7.2. Filter

When the user is in the Workbench, the user can view an option “Filter” as shown in Screenshot (3). This can be used to filter down the Application data in the grid by File Number (WIPOFile Nbr), Status, Application Type, Submission Date and Portfolios and Notification.




Screenshot (3)

- Click on the icon , the Filter page will be displayed as **screenshot (4)**.
- The option to filter down your applications search criteria using parameters - File number, Status, Application Type, Submission Date, Portfolios and Notifications.



Screenshot (4)

The user can return back from the Filter screen by clicking on the icon  Filter

7.2.1. File

To view the File section details the user needs to click on the tab File. The following **screenshot (5)** will be displayed.

The screenshot shows a web interface with a top navigation bar containing tabs: File, Status, Application Type, Submission Date, Portfolios, and Notifications. The 'File' tab is selected. Below the tabs, there are two input fields: 'WIPOFile Nbr' and 'IPAS File Series/Nbr'. At the bottom of the form, there are four buttons: 'Reset', 'Clear', 'Apply', and 'Save'.

Screenshot (5)

To search an Application the user has to enter the WIPO File Number (WIPOFile Nbr) and/ or IPAS File Series/ Nbr (Application Nbr). After entering the details user has to click on the Apply button. The data in grid will refresh to show only the results matching the file number.

7.2.2. Status

To view the Status user has to click on the tab Status. The following **screenshot (6)** will be displayed.

The screenshot shows the 'Status' tab selected in the navigation bar. Below the tabs, there is a sub-tab 'Notifications'. A table lists the following statuses:

<input type="checkbox"/> Received	1
<input type="checkbox"/> Pending Payment	2
<input type="checkbox"/> Ready for Reception	1

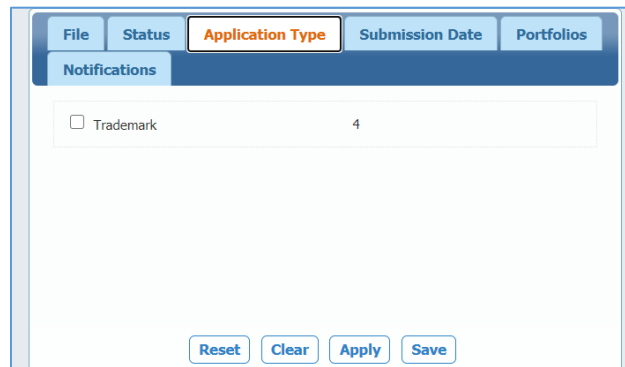
At the bottom of the interface, there are four buttons: 'Reset', 'Clear', 'Apply', and 'Save'.

Screenshot (6)

The user has option to filter down the search result by the status of the application. The user can view the list of all the Statuses. Check the “**Received**” checkbox and click on Apply button; it will display only the applications with status as **received**.

7.2.3. Application Type

To view the Application Type, click on the tab Application Type. The following **screenshot (7)** will be displayed.

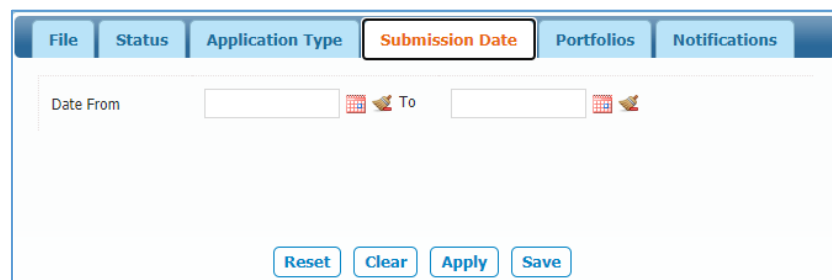


Screenshot (7)

The user has the option to filter down the search results by type of application. For example, user needs to check the ‘Trademark’ checkbox and click on ‘Apply’ button, the associated results will be displayed.

7.2.4. Submission Date

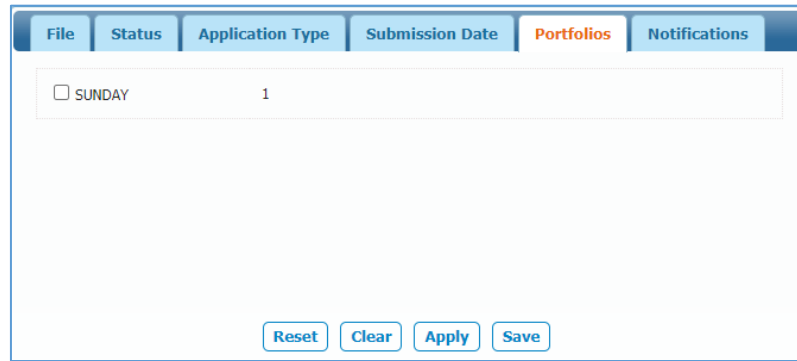
To search application by Submission Date, user needs to click on the tab Submission Date as **screenshot (8)**. The user can either specify the date range of their application submission.



Screenshot (8)

7.2.5. Portfolios

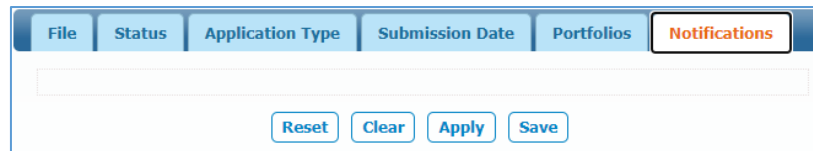
To search the applications by portfolios, click on the tab Portfolios as below **screenshot (9)**. The list of portfolios, that the user created, will be displayed. To view multiple portfolios the user needs to click on the checkbox and click on the Apply button. The system will display applications belonging to the portfolio. The number displayed against each portfolio indicates the number of applications marked to that portfolio.



Screenshot (9)

7.2.6. Notifications

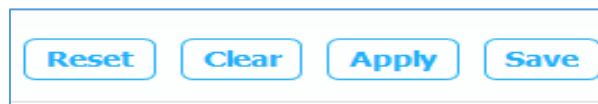
If any office document is issued by IPAS (Office internal core system) for an application or user document then the same is recorded in WIPOFile to display it to the agent in Notification filter.



Screenshot (10)

User can access/view all notification from “Notification menu”

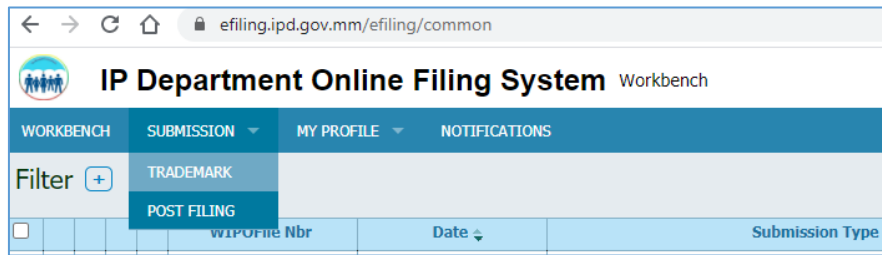
7.2.7. Reset/ Clear/ Apply/ Save Actions



Actions	Description
Reset	To revert back to previously filtered and saved state
Clear	To clear the saved state and display the unfiltered list
Apply	To apply the filter condition on the list
Save	To save the filtered list for future purpose. The user can view the previously filtered state after logging into the system.

8. Submission Process

- The agent user can create the Trademark application and submit it to the Office user for review.
 - Click on Submission → Trademark navigation menu as shown in the below screenshot:

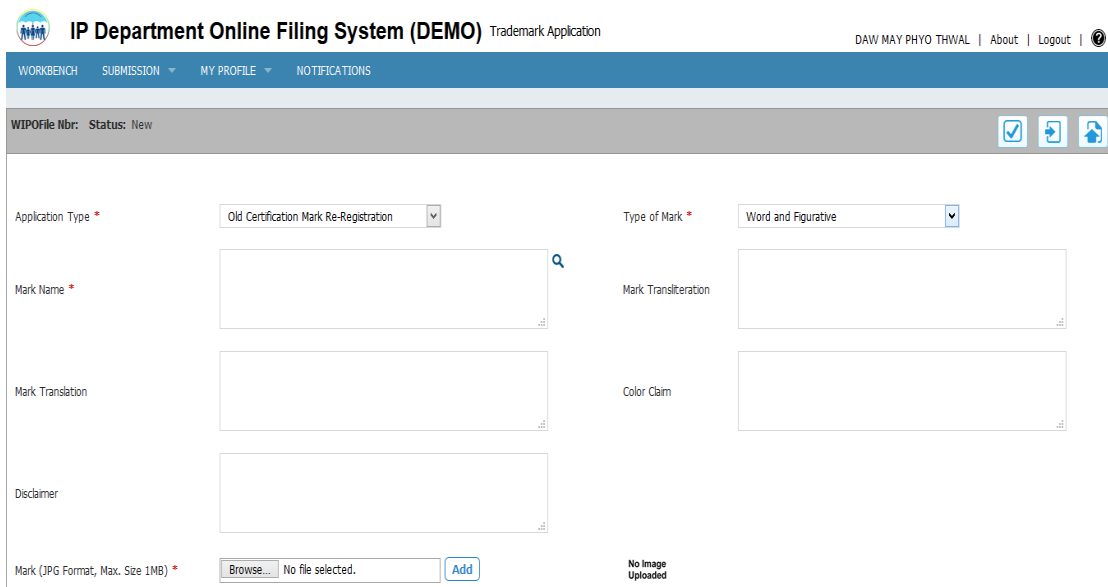


Screenshot (11)

- For submitting the Trademark application, the user need to fill in details under the below grids.

8.1. Filing

- ‘The Mark’ window of the New filing is as shown in Screenshot (12).



Screenshot (12)

- Below is the key word to use in the filing of new trademark application.
 - **Application Type** : There is three types for soft opening
 - Old Mark Re-Registration
 - Old Certification Mark Re-Registration
 - Old Collective Mark Re-Registration
 - **Type of Mark**
The user has to select only one of the following four types of the mark where applicable.

- Word and Figurative စကားလုံးနှင့် ရုပ်ပုံ ပေါင်းစပ် ထားသည့် အမှတ်တံဆိပ်	: Mark contains letter and logo
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- Figurative ပုံဖော်ထားသော အမှတ် တံဆိပ်	: Mark contains logo only
- Word စကားလုံးအမှတ်တံဆိပ်	: Mark contains Name only
- 3D Mark/ Color (combination) Mark - သုံးဘက်မြင် အမှတ်တံဆိပ်/ ပေါင်းစပ်ထားသော အရောင် သီးသန့် အမှတ်တံဆိပ်	Three-dimensional Mark/ Mark Contains color only and no words or designs သုံးဘက်မြင် အမှတ်တံဆိပ် / အရောင်ပေါင်း စပ်မှုဖြင့်သာ ဖန်တီးထားပြီး စကားလုံးများ၊ ဒီဇိုင်းများမပါဝင်ရသော အမှတ်တံဆိပ်

✓ If the Mark is ‘Word and Figurative’ (or) ‘Figurative’ (or) 3D Mark/Color (combination) Mark, upload the jpeg image of the Mark to the system with the size (1 MB).

- Click on the “Browse” button
- Select the image file
- Click on the “Add” button


Note: Once the jpeg image is successfully uploaded, uploaded image would appear in the box.

- Below is the other key word to use in the filing of new trademark application.

- Mark Translation အမှတ်တံဆိပ် ဘာသာ ပြန်ဆိုခြင်း	: Translation of Mark into Myanmar or English language if it consists of or contains characters and numerals of other languages : အခြားဘာသာစကားများ၏ စကားလုံးနှင့် ကိန်းဂဏန်းများပါဝင်လျှင် မြန်မာဘာသာ (သို့မဟုတ်) အင်္ဂလိပ်ဘာသာသို့ အမှတ်တံဆိပ်၏ ဘာသာပြန်ဆိုချက်
- Mark Transliteration အမှတ်တံဆိပ်၏အသံထွက် (အက္ခရာဖလှယ်မှု)	: Transliteration of the mark into Myanmar or English Language if it consists of or contains characters and numerals of other Languages အခြားဘာသာစကားများ၏ စကားလုံးနှင့် ကိန်းဂဏန်းများပါဝင်လျှင် မြန်မာဘာသာ (သို့) အင်္ဂလိပ်ဘာသာသို့ အမှတ်တံဆိပ် ၏ အသံထွက်

<p>- Disclaimer မိမိတစ်ဦးတည်း အသုံးပြုခွင့် တောင်းဆိုမည် မဟုတ်ကြောင်း မြွက်ဟချက်</p>	<p>: disclaimer of protection/limits the right for the element(s) or word(s) contained as part of the mark word(s) contained as part of the mark : အမှတ်တံဆိပ်တွင် ပါဝင်သော စကားလုံး (သို့မဟုတ်) အစိတ်အပိုင်းများအတွက် အခွင့်အရေးများကို ကာကွယ်ခြင်း/ကန့်သတ်ခြင်း မရှိကြောင်း ရှင်းလင်းကြေညာချက်</p>
<p>- Color Claim အမှတ်တံဆိပ်တွင် ပါဝင်သော အရောင်များအား သိသာထင်ရှားသော လက္ခဏာရပ် အနေဖြင့် တောင်းဆိုလိုပါက တောင်းဆိုလိုသည့်အရောင် သို့မဟုတ် အရောင် သင်္ကေတ ကုတ်နှင့် အရောင်အသီးသီးနှင့် ပတ်သက်သည့် ဖော်ပြချက်</p>	<p>: Distinctive feature of the mark : အမှတ်တံဆိပ်နှင့်အသုံးပြုသည့် ကုန်ပစ္စည်း (သို့) ဝန်ဆောင်မှုတို့ကြားတွင် သိသာထင်ရှားမှု ရှိခြင်း ရရှိထားသော ကျိုးကြောင်းဖော်ပြချက်</p>

8.2. Applicant Details

Applicant details window is as shown in **screenshot (13)**. Click on **Add Applicant**  icon and fill in the details about the Applicant applying for the trademark.

Screenshot (13)


- In case of Natural person is applying then click on the ‘Natural person’ checkbox (OR) If legal entity is applying then clicks on the ‘Legal Entity’ checkbox.
- Fill up the form with details as following example;

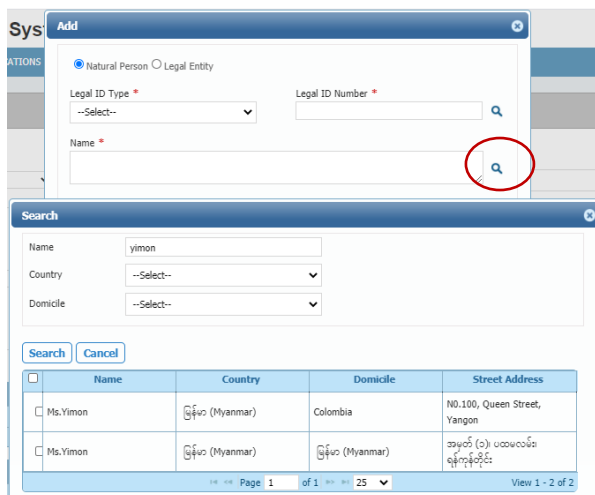
<p>- Legal ID Type တရားဝင် သက်သေခံ အမျိုးအစား</p>	<p>: The user has to select only one of the following three legal ID types; -Organization/Company Registration No တရားဝင်အဖွဲ့အစည်း/ကုမ္ပဏီ မှတ်ပုံတင်နံပါတ် -National Scrutiny Card No နိုင်ငံသားစိစစ်ရေးကဒ်ပြားအမှတ် -Passport No နိုင်ငံကူးလက်မှတ်အမှတ်</p>
<p>- Legal ID Number တရားဝင် သက်သေခံနံပါတ်</p>	<p>: Specify the respective Card English Number on user chosen Legal ID Type. အထက်ပါ ရွေးချယ်ထားသော တရားဝင် သက်သေခံ အမျိုးအစားအလိုက် သက်သေခံ နံပါတ်ကို အင်္ဂလိပ်ဘာသာ ဖြင့် ဖြည့်သွင်းပါ။</p>
<p>- Name အမည်</p>	<p>:Specify the name of the owner. အမှတ်တံဆိပ် လျှောက်ထားသူအမည်ကို ဖြည့်သွင်းပါ။</p>

<p>- Domicile/State of Legal Entity အမြဲတမ်းနေထိုင်သည့် နိုင်ငံအမည်/ ဥပဒေအရတရား ဝင်ဖွဲ့စည်းထားသော အဖွဲ့အစည်း၏ နိုင်ငံအမည်</p>	<ul style="list-style-type: none"> • In case of the applicant is a Natural Person, specify the country of the permanent residence. လျှောက်ထားသူသည် လူပုဂ္ဂိုလ်ဖြစ်ပါက ၎င်း နေထိုင်ရာ အမြဲတမ်းနေထိုင်သည့် နိုင်ငံအမည် ကို ဖြည့်သွင်းပါ။ • In case of the applicant is a legal entity, specify the State which the legal entity is organized. လျှောက်ထားသူသည် ဥပဒေအရတရားဝင် ဖွဲ့စည်းထားသောအဖွဲ့အစည်း ဖြစ်ပါက ၎င်း အဖွဲ့အစည်း ဖွဲ့စည်းထားသောနိုင်ငံကို ဖြည့် သွင်းပါ။
<p>- Full Address လိပ်စာအပြည့်အစုံ</p>	<p>: Specify the residence address of the owner . လျှောက်ထားသူ၏ အမြဲတမ်းနေရပ်လိပ်စာကို ဖြည့်သွင်းပါ။</p>
<p>- Legal Entity Type အဖွဲ့အစည်း၏ တရားဝင် အမျိုးအစား</p>	<p>: In case of the applicant is a legal entity, specify the type of legal Entity. လျှောက်ထားသူသည် ဥပဒေအရတရားဝင် ဖွဲ့စည်းထားသောအဖွဲ့အစည်း ဖြစ်ပါက အဖွဲ့ အစည်း၏ အမျိုးအစားကို ဖြည့်သွင်းပါ။ (ဥပမာ-အစုစပ်၊ တစ်ဦးတည်းပိုင် စသည်ဖြင့်)</p>
<p>- Country နိုင်ငံ</p>	<p>: Specify the country of a real and effective industrial or commercial establishment of the applied Trademark. လျှောက်ထားသူ၏ နေရပ်လိပ်စာ အပြည့်အစုံ နေရာတွင် ပေါ်မှာဖြစ်သောကြောင့် ၎င်း၏ နေရပ်လိပ်စာ အပြည့်အစုံအတွက် နိုင်ငံအမည် ကို ရွေးချယ်ပါ။</p>
<p>- State Name တိုင်း/ပြည်နယ်</p>	<p>:Specify the state of the residence address of the owner in Myanmar. မြန်မာနိုင်ငံရှိ လျှောက်ထားသူ၏ နေထိုင် ရာလိပ်စာ တိုင်း/ ပြည်နယ်ကို ဖြည့်သွင်း ပါ။</p>
<p>Phone Nbr တယ်လီဖုန်းနံပါတ်</p>	<p>:Specify the owner's Telephone number လျှောက်ထားသူ၏ ဖုန်းနံပါတ်အား ဖြည့်သွင်းပါ။</p>
<p>- Email အီးမေးလ်လိပ်စာ</p>	<p>:Specify the owner's email address လျှောက်ထားသူ၏ အီးမေးလ်လိပ်စာအား ဖြည့်သွင်းပါ။</p>

- After completion of applicant detail, please click on (Save and Close). If you want to add more applicant for applied Trademark, click on (save).

Note: - Asterisk (*) red sign is mandatory to fill-in.

- Clicking on search  in **screenshot (14)**. If the 'search Name' matches with the existing record, the data in grid will refresh to show only the results matching the search Name. Click the search Name and the system auto populates person details in respective fields such as Name, Address, NRC No, etc.




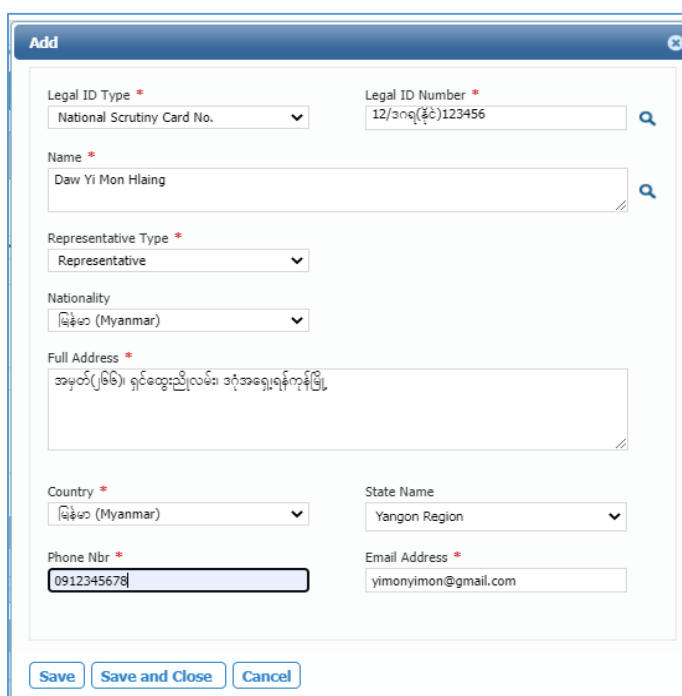
	Name	Country	Domicile	Street Address
<input type="checkbox"/>	Ms.Yimon	မြန်မာ (Myanmar)	Colombia	NO.100, Queen Street, Yangon
<input type="checkbox"/>	Ms.Yimon	မြန်မာ (Myanmar)	မြန်မာ (Myanmar)	အမှတ် (၁) ဗဟိုလမ်း၊ ရန်ကင်းမြို့နယ်

Screenshot (14)

8.3. Representative Details

Representative's details window is as shown in **screenshot (15)**. Click on **Add**

Representative  icon in the Representative details grid.




Screenshot (15)

- Fill in the details about the representative applying for the trademark.


- Legal ID Type တရားဝင် သက်သေခံ အမျိုးအစား	: Select National – Scrutiny Card နိုင်ငံသားစိစစ်ရေးကဒ်အား ရွေးချယ်ပါ။
- Legal ID Number တရားဝင် သက်သေခံနံပါတ်	: Specify the Nationality Scrutiny Card English Number of the representative. ကိုယ်စားလှယ်၏ နိုင်ငံသားစိစစ်ရေး ကဒ် နံပါတ်အား အင်္ဂလိပ်ဘာသာ ဖြင့် ဖြည့်သွင်းပါ။
- Name ကိုယ်စားလှယ်အမည်	: Specify the name of the representative. ကိုယ်စားလှယ်၏အမည်အား ဖြည့်သွင်းပါ။
- Representative Type ကိုယ်စားလှယ် အမျိုးအစား	: To select Representative ကိုယ်စားလှယ် အမျိုးအစားအား ရွေးချယ် ပါ။
- Nationality နိုင်ငံသား	: Representative must be Myanmar citizen. ကိုယ်စားလှယ်သည် မြန်မာနိုင်ငံသား ဖြစ်ရမည်။
- Full Address လိပ်စာအပြည့်အစုံ	:Specify the service address of the representative. ကိုယ်စားလှယ်၏ လုပ်ငန်းဆောင်ရွက် လျက်ရှိသည့် လိပ်စာအပြည့်အစုံ အား ဖြည့်သွင်းပါ။
- Country နိုင်ငံ	: The address of the representative must be Myanmar. ကိုယ်စားလှယ်၏ လိပ်စာသည် မြန်မာ နိုင်ငံ ဖြစ်ရမည်။
- State Name တိုင်း/ ပြည်နယ်	: Specify the state of the residence address of the representative in Myanmar ကိုယ်စားလှယ်၏ လုပ်ငန်းဆောင်ရွက် လျက်ရှိသည့် လိပ်စာ၏ တိုင်း/ ပြည်နယ်ကို ဖြည့်သွင်းပါ။
- Phone Nbr ဖုန်းနံပါတ်	: Specify the representative’s business telephone number ကိုယ်စားလှယ်၏ လုပ်ငန်းဆောင်ရွက် လျက်ရှိသည့် ဖုန်းနံပါတ်အား ဖြည့်သွင်းပါ။

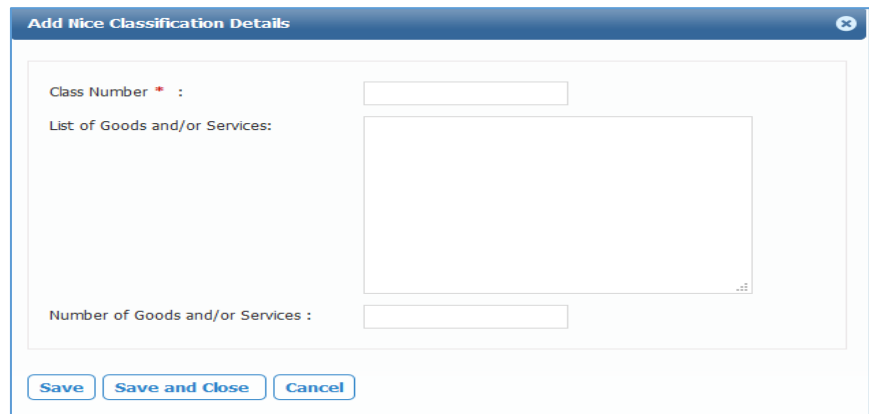
<p>- Email Address အီးမေးလ်လိပ်စာ</p>	<p>: Specify the representative's business email address. ကိုယ်စားလှယ်၏ လုပ်ငန်းဆောင်ရွက်လျက်ရှိသည့် အီးမေးလ်လိပ်စာအား ဖြည့်သွင်းပါ။</p>
---	--

- After completion of Representative detail please click on (Save and Close). Clicking on search  as the representative detail. If the 'search Name' matches with the existing record, Click this Name and the system auto populates person details in respective fields such as Name, Address, NRC No, etc.

Note: - Asterisk (*) red sign is mandatory to fill-in.

8.4. Goods and/or Services

The Nice Classification of Goods and Services is a list of 45 classes of goods and services, thousands of specific types of each class, and detailed descriptions of most of those. Click on the New  icon in Nice Classification Details grid in **Screenshot (16)**.



Screenshot (16)


- Fill the following details and click on **Save and Close** to commit the data.

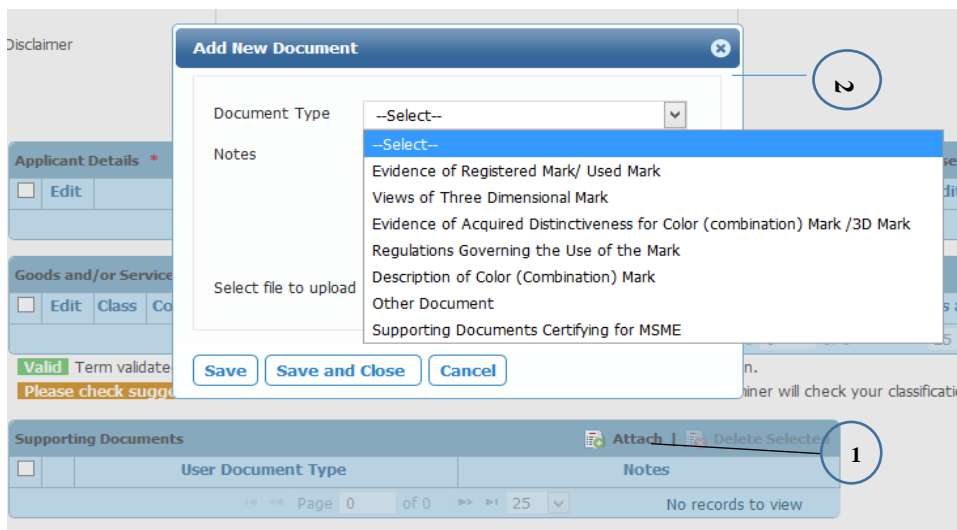
<p>- Class Number* ကုန်ပစ္စည်း (သို့မဟုတ်) ဝန်ဆောင်မှုအမျိုးအစားနံပါတ်</p>	<p>: Specify the number of the Nice class used to describe the goods/services offered by the Trademark. ကုန်ပစ္စည်း သို့မဟုတ် ဝန်ဆောင်မှု အမျိုးအစားများအား အပြည်ပြည်ဆိုင်ရာ အမျိုးအစားခွဲခြားခြင်း (Nice Classification) အရ ကိုက်ညီသည့် အမျိုးအစားနံပါတ် (ကုန်ပစ္စည်း သို့မဟုတ် ဝန်ဆောင်မှု အမျိုးအစားများ စာရင်းတွင် အောက်၌ ဖော်ပြမည့် အမျိုးအစား စာရင်းနှင့် ကိုက်ညီသည့် အမျိုးအစားနံပါတ်) ကို ဖြည့်သွင်းပါ။</p>
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<p>- List of Goods and/or Services ကုန်ပစ္စည်း (သို့မဟုတ်) ဝန်ဆောင်မှု အမျိုးအစားများ စာရင်း</p>	<p>: Specify the description of the Nice class used to describe the goods/services offered by the Trademark. ကုန်ပစ္စည်း သို့မဟုတ် ဝန်ဆောင်မှု အမျိုးအစားများစာရင်းအား အပြည်ပြည်ဆိုင်ရာ အမျိုးအစားခွဲခြားခြင်း (Nice Classification) အရ ကိုက်ညီသည့် အမျိုးအစား အသေးစိတ်ကို ဖြည့်သွင်းပါ။</p>
<p>- Number of Goods and/or Services ကုန်ပစ္စည်း(သို့မဟုတ်) ဝန်ဆောင်မှု အရေအတွက်</p>	<p>: Automatic generates number depend on no: of described goods/services (Is not mandatory) ဖော်ပြထားသည့် ကုန်ပစ္စည်း (သို့မဟုတ်) ဝန်ဆောင်မှု အမျိုးအစားများ စာရင်းအရ အတွက်အား စနစ်မှ အလိုအလျောက် တွက်ချက်ဖော်ပြမည်ဖြစ်သည်။</p>

- After completion of Goods and/or Services, please click on (Save and Close). If you want to add more classes for applied Trademark, click on (save).

8.5. Supporting Documents (Pre-Filing Document)

While submitting the trademark application, you can attach supplementary documents to support your application by clicking the “Attach”  button (as displayed by pointer no. 1 in **Screenshot (17)**). Add New Document window is as displayed by pointer no. 2 in below screen.



Screenshot (17/)

- Select the Document Types from the drop-down lists as follows;

<p>Evidence of Registered Mark/Used mark စာချုပ်စာတမ်းများ မှတ်ပုံတင်ရုံးတွင် မှတ်ပုံတင်ထားသော အမှတ်တံဆိပ်/ နိုင်ငံတော်၏ ဈေးကွက်အတွင်းတွင် အမှန်တကယ် အသုံးပြုခဲ့သော အမှတ်တံဆိပ်ဖြစ်ကြောင်း သက်သေခံ အထောက်အထား</p>	<p>: Attach Registration certificate of registered mark / Used evidence မှတ်ပုံတင်အမှတ်တံဆိပ်၏ မှတ်ပုံတင် အသိအမှတ်ပြုလက်မှတ်/ အသုံးပြုခဲ့သည့် သက်သေခံ အထောက်အထားအား ပူးတွဲ တင်ပြပါ။</p>
<p>Views of Three Dimensional Mark သုံးဖက်မြင် အမှတ်တံဆိပ်</p>	<p>: Attach different Views of applicable Mark. လျှောက်ထားမည့် အမှတ်တံဆိပ်၏ ကွဲပြားခြားနားသော မြင်ကွင်းများအား ပူးတွဲ ဖော်ပြပါ။</p>
<p>Evidence of Acquired Distinctiveness for Color (combination) Mark/3D Mark အမှတ်တံဆိပ်နှင့် အသုံးပြုသည့် ကုန်ပစ္စည်း(သို့) ဝန်ဆောင်မှုတို့ကြားတွင် သိသာထင်ရှားမှု ရှိခြင်းရရှိထားသော အကျိုးအကြောင်းဖော်ပြချက်/ သုံးဖက်မြင် အမှတ်တံဆိပ် အထောက်အထား</p>	<p>: Attach the evidence of acquired distinctiveness between Color (combination) Mark/3D Mark and Goods/Services အမှတ်တံဆိပ်နှင့် အသုံးပြုသည့် ကုန်ပစ္စည်း(သို့) ဝန်ဆောင်မှုတို့ကြားတွင် သိသာထင်ရှားမှု ရှိခြင်း ရရှိထားသော အကျိုးအကြောင်း ဖော်ပြချက်ကို ပူးတွဲဖော်ပြပါ။ / သုံးဖက်မြင် အမှတ်တံဆိပ် အထောက်အထား အား ပူးတွဲဖော်ပြပါ။</p>
<p>Description of Color (combination) Mark ပေါင်းစပ်ထားသော အရောင် သီးသန့် အမှတ်တံဆိပ် ဖော်ပြချက်</p>	<p>: Attach clear representation of color mark. ပေါင်းစပ်ထားသော အရောင်သီးသန့် အမှတ်တံဆိပ်၏ ရှင်းလင်းပြတ်သားသော ပုံစံဖြင့် ပူးတွဲ ဖော်ပြပါ။</p>
<p>Supporting Documents Certifying for MSME MSME နှင့် ပတ်သက်သည့် စာရွက်စာတမ်းအထောက်အထားများ</p>	<p>: Attach supporting document for MSME certificate. MSME နှင့် ပတ်သက်သည့် စာရွက်စာတမ်း အထောက်အထားများအား ပူးတွဲဖော်ပြပါ။</p>
<p>Other Documents အခြားစာရွက်စာတမ်းများ</p>	<p>: Attach other documents related to applicable Trademark. လျှောက်ထားမည့် ကုန်အမှတ်တံဆိပ်နှင့် သက်ဆိုင်သည့် အခြားစာရွက်စာတမ်းများ အား ပူးတွဲဖော်ပြပါ။</p>
<p>Regulations Governing the use of the Mark အသိအမှတ်ပြုအမှတ်တံဆိပ်/ စုပေါင်းပိုင်အမှတ်တံဆိပ်အား</p>	<p>: If the application type is ‘Old Certification Mark Re-Registration’ (or) ‘Old Collective Mark Re-Registration’, the regulations governing the use of that Collective mark or Certification mark is</p>

<p>အသုံးပြုခွင့်ဆိုင်ရာ စီမံကွပ်ကဲသည့် စည်းမျဉ်းများ</p>	<p>necessary to attach. လျှောက်ထားမည့်အမှတ်တံဆိပ်သည် စုပေါင်းပိုင်အမှတ်တံဆိပ် (သို့မဟုတ်) အသိအမှတ်ပြုအမှတ်တံဆိပ်ဖြစ်ပါက အဆိုပါ အမှတ်တံဆိပ်အား အသုံးပြုခွင့်ဆိုင်ရာ စီမံကွပ်ကဲသည့် စည်းမျဉ်းများကို ပူးတွဲ ဖော်ပြရန် လိုအပ်ပါသည်။</p>
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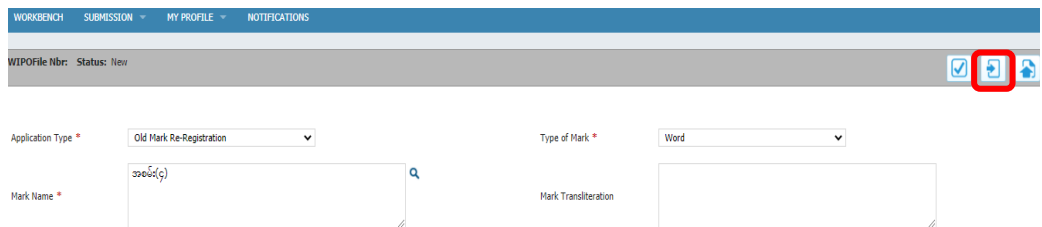
- Click Browse button to select file to upload
- After completion of “Upload Document Details” please click on) **Save and Close)**

Note: - You can upload multiple documents with your application.
Repeat the above mentioned steps to upload another document.

- For uploading the document, the allowed format is **PDF** only and allowable size is 10 MB per one attachment.
- Once all the necessary documents are successfully uploaded, uploaded documents would appear in the tabular form.

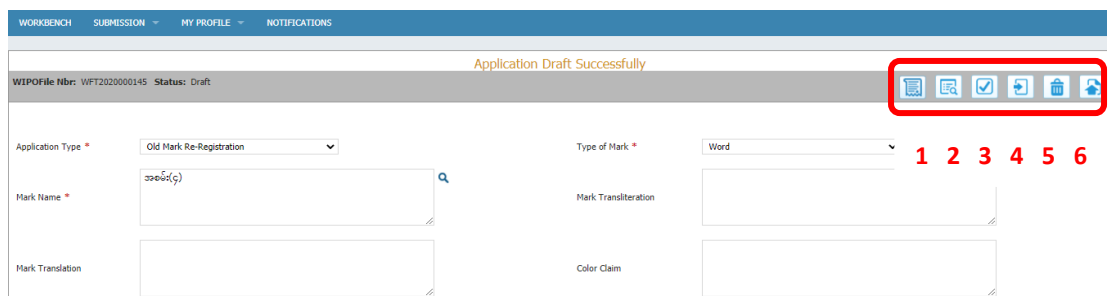
8.6. Save Application

After completion of fill Applicant Details, Representative Details, Goods and/or Services and Supporting Documents, save application as shown in **Screenshot (18)**.









Screenshot (18)

- Click “Save Application” icon 4. After click “Save Application” icon trademark application screen is displayed in **Screenshot (19)**. The status will be changed to ‘Draft’.



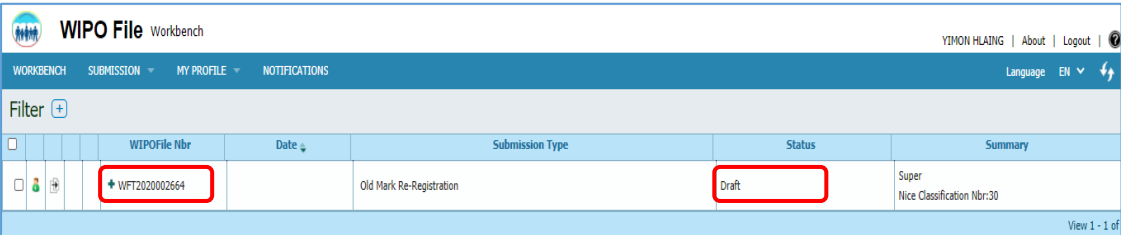
Screenshot (19)

- Explanation for icons is displayed as following:

No.	Icons	Description
1.		To view the Application summary click on the Summary icon. A pdf will be generated with Application summary details.
2.		To view the Fee summary click on the Fee Summary icon. A pdf will be generated with Application fee summary details.
3.		Once the user is done with filling the details, the user needs to click on Validate button. System will validate the data that is entered by the user and will give validation message in case incorrect data is entered.
4.		The user can choose to save the application as draft by clicking on Save Application button for submission at a later date.
5.		If user wants to discontinue with filing of application, the user can click on Delete Application button to cancel the filing. All the changes performed will be deleted.
6.		Post validation the user can click on ' Submit Application ' button to submit the application.

8.7 Application Status

- **Draft Status:** After save application, the status of the application will reach the **draft status** as shown in **Screenshot (20)**.




WIPOFile Nbr	Date	Submission Type	Status	Summary
WFT202002664		Old Mark Re-Registration	Draft	Super Nice Classification Nbr:30

Screenshot (20)

- **Pending Submission Confirmation Status :** After submit application, the status of the application will reach the **pending submission confirmation status** .This is displayed when the application submission completion is pending as shown in **Screenshot (21)** and the application pdf and download receipt pdf file will be displayed.

WIPOFile Nbr	Date	Submission Type	Status	Summary
WFT2020xxx	20-10-06 17:18:51	Old Certification Mark Re-Registration	Pending Submission Confirmation	Mark

Screenshot (21)

- Click the Payment Details icon  as shown in Screenshot (22) and then will need to confirm again to complete the application submission, click the Confirm Application Submission as shown in Screenshot (23).

Pending Submission Confirmation	User #11 Nice Classification Nbr:25
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Screenshot (22)

မှတ်ပုံတင်ကြေးပေးသွင်းခြင်း

အမှတ်တံဆိပ် မှတ်ပုံတင်ရန် လျှောက်ထားခြင်းအတွက် ပေးသွင်းရမည့် အခကြေးငွေပမာဏနှင့် ပေးသွင်းရမည့်နေ့ရက်ကို ထုတ်ပြန်ကြေညာမည် ဖြစ်ပြီး Online Payment ဖြင့် ပေးသွင်းရမည် ဖြစ်ပါသည်။

Confirm Application Submission

Screenshot (23)

- **Ready for Reception Status:** After confirming the application submission, the status of the application will reach the **Ready for Reception status** as shown in Screenshot (24).

WIPOFile Nbr	Date	Submission Type	Status	Summary
WFT2020000572	2020-10-01 22:25:38	Old Mark Re-Registration	Ready for Reception	Mark Name

Screenshot (24)

- **Received Status:** When the DIPM has received the application request, the Ready for Reception Status will be changed to Received Status and the application Number will be displayed as shown in **Screenshot (25)**.

Old Mark Re-Registration	Received	Mark Name Classification Number Application Number: T/2020/xxxxxx
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Screenshot (25)

9. Workbench Grid





After submission the application, the workbench grid gives a view of all the applications with the agent user as shown in **Screenshot (26)**.

WORKBENCH SUBMISSION MY PROFILE NOTIFICATIONS							Language EN
Filter +							
	WIPOFile Nbr	Date	Submission Type	Status	Summary		
<input type="checkbox"/>	+ WFT2020000432	2020-10-10 00:09:23	Old Certification Mark Re-Registration	Ready for Reception	User #11 Nice Classification Nbr:25		
<input type="checkbox"/>	+ WFT2020000418	2020-10-09 23:46:46	Old Certification Mark Re-Registration	Ready for Reception	User #11 Nice Classification Nbr:25		
<input type="checkbox"/>	+ WFT2020000375	2020-10-09 00:13:03	Old Certification Mark Re-Registration	Pending Submission Confirmation	User #11 Nice Classification Nbr:25		
<input type="checkbox"/>	+ WFT2020000352	2020-10-08 07:02:59	Old Certification Mark Re-Registration	Pending Submission Confirmation	User #11 Nice Classification Nbr:25		
<input type="checkbox"/>	+ WFT2020000341	2020-10-08 06:48:36	Old Certification Mark Re-Registration	Pending Submission Confirmation	User #11 Nice Classification Nbr:25		
<input type="checkbox"/>	+ WFT2020000316	2020-10-08 06:41:05	Old Certification Mark Re-Registration	Pending Submission Confirmation	User #11 Nice Classification Nbr:25		
<input type="checkbox"/>	+ WFT2020000314	2020-10-08 06:11:45	Old Certification Mark Re-Registration	Pending Submission Confirmation	User #11 Nice Classification Nbr:25		

Screenshot (26)

Each grid column has a specific function to perform as explained in below table.

Column Name	Description
WIPOFile Number	<p>Displays the WIPO File number of the application generated by the system. The user cannot edit this number.</p> <p>On clicking the WIPO File Number link, the user can view the application details. The user can view the application summary as a PDF if the application is in Submitted status. Furthermore, the user can also Accept or Reject an application in status - Submitted.</p> <p>The format of the WIPOfile Number is WFT202000012 where WF is WIPOFile, T is for Trademark followed by year, followed by a six digit WIPOFile number.</p>

Date	Displays the date when the application was submitted to the IP office.
Submission Type	Displays the application type user wants to submit to the IP office.
Status	<p>Displays the current status of the application. There are three types of Application status:</p> <p>Accepted – This is displayed if the Office User accepts the application. All the icons are removed when the application is accepted, except for the Agent icon .</p> <p>Submitted- This is displayed when the Office User receives the application for review. When the status is Submitted, the   View Summary (PDF) and Download Receipt icons are displayed.</p> <p>Rejected – This is displayed when the Office User rejects the application. All the icons are removed when the application is rejected, except for the Agent icon .</p> <p>Draft – This is displayed when the application is saved for submission at a later date.</p> <p>Pending Submission Confirmation – This is displayed when the application submission completion is pending.</p> <p>Ready for Reception – The applications that are available for reception and can be moved to the IPAS system will be set as Ready for Reception</p>
Summary	Displays the brief summary entered for the application. And also Ipas number is generated in IPAS+ when all the accepted files are processed and the status of the application becomes Received .

9.1 Action Buttons

Each action button has a specific function to perform as explained in below table.

WORKBENCH		SUBMISSION		MY PROF	
Filter +					
WIPOFile Nbr					
<input type="checkbox"/>					+ WFT2020000432
<input type="checkbox"/>					+ WFT2020000418
<input type="checkbox"/>					+ WFT2020000375
<input type="checkbox"/>					+ WFT2020000352
<input type="checkbox"/>					+ WFT2020000341

Icons	Description	
	To expand or collapse the associated documents in the grid, click on this icon.	
	When you do a mouse hover on the icon (as shown on the left), you can see the name of user that has access to this application. Observe the image on the right. It's in the format "User Name Read/Write"	
	Create Copy. You can create a copy of the existing application by clicking on this icon	
	Download the copy of your application by clicking on this icon	
	View payment details. To confirm the application submission by clicking on this icon	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Status</div> <p>Pending Payment</p>

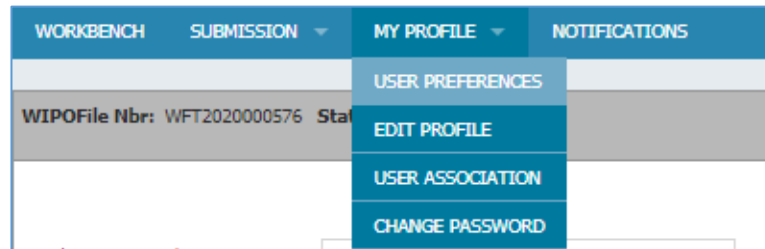
10. My Profile

10.1. User Preferences

WIPOFILE offers the feature to configure few of the application behavior like the landing page (the page you will see when you click on any of the navigation menu), number of records you wish to see in the grid, in page etc.

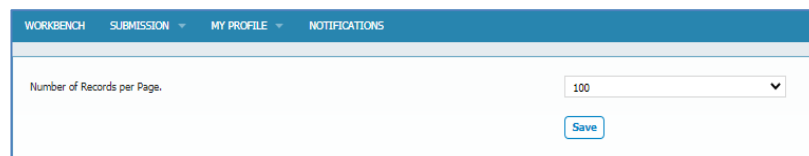
The Process

Click on User Preferences under My Profile navigation menu as shown in the below **screenshot (27)**:



Screenshot (27)

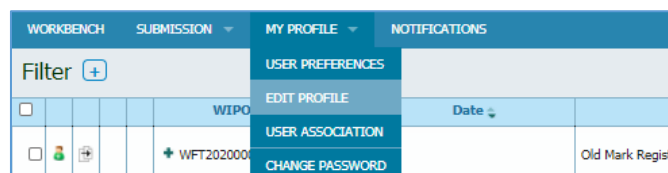
- Click on User Preferences under My Profile navigation menu option, the following screen will be displayed.



Screenshot (28)

10.2. Edit Profile

For modifying the profile, click on Edit Profile under My Profile, the following screen will be displayed.



Screenshot (29)

- Click on **Edit Profile** under **My Profile** navigation menu as shown in the below **screenshot (30)**.

Login Id	YIMON
User Name *	<input type="text" value="Daw Yi Mon Hlaing"/>
Do you want to use your profile data as representative data	<input checked="" type="checkbox"/>
National Scrutiny Card Number	<input type="text" value="12/အဝ(နိုင်)123456"/>
User email *	<input type="text" value="yimonymon@gmail.com"/>
Full Address	<input type="text" value="အမှတ်(၆)၊ ရှင်ထွေးညိုလမ်း၊ ဒဂုံအရှေ့ရပ်ကွက်၊ ရန်ကင်းမြို့၊"/>
Phone Nbr	<input type="text" value="0912345678"/>
Representative Type	<input type="text" value="Representative"/>
Nationality	<input type="text" value="မြန်မာ (Myanmar)"/>
Country	<input type="text" value="မြန်မာ (Myanmar)"/>
State Name	<input type="text" value="Yangon Region"/>
Do you want to share your email and mobile number for processing payment	<input checked="" type="checkbox"/>
<input type="button" value="Save"/>	

Screenshot (30)

- User can change all the values **except the Login Id**. Click on Save to commit the changes performed.

10.3. User Association

Agent users have access to User Association. Click on User Association under My Profile navigation menu as shown in the below **screenshot (31)**:

WORKBENCH	SUBMISSION	MY PROFILE	NOTIFICATIONS
Filter <input type="button" value="+"/>		USER PREFERENCES	
		EDIT PROFILE	Date
		USER ASSOCIATION	
		CHANGE PASSWORD	Old Mark Regis

Screenshot (31)

- To associate agent user enter the other agent's email id into the Associate Email Id field and click on Validate. The status will be Awaiting Response as displayed in the below screen, till the time the agent user accepts the association.

Associate Email Id *	<input type="text"/>	<input type="button" value="Validate"/>		
Edit	Associated User	Requested Date	Accepted Date	Status
<input type="button" value="✎"/>	TRAINER1	16 Dec 2019	16 Dec 2019	Associated
Page 1 of 1				View 1 - 1 of 1

Screenshot (32)

- The agent user can also reject the request sent to agent user or the already associated agent user by clicking on the icon in the above table.

Following screen will be displayed, the user has to select the status (Rejects/Accept) from the dropdown and click on OK.

The screenshot shows a dialog box titled "Accept/Reject". It contains two input fields: "User Name" with the value "TRAINER1" and "Status" with a dropdown menu currently showing "Reject". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Screenshot (33)

10.4. Change Password

Click on **Change Password** under **My Profile** navigation menu as shown in the below **screenshot (34)**:

The screenshot shows a navigation menu with four main sections: "WORKBENCH", "SUBMISSION", "MY PROFILE", and "NOTIFICATIONS". Under "MY PROFILE", there are four sub-options: "USER PREFERENCES", "EDIT PROFILE", "USER ASSOCIATION", and "CHANGE PASSWORD". The "CHANGE PASSWORD" option is highlighted in blue. To the left of the menu, there is a "Filter" button and a table with columns for "WIP" and "Date".

Screenshot (34)

- Fill in the **Old** and **New Password** and click on 'Save' button to commit the changes.

The screenshot shows a form for changing a password. It has three input fields: "Old Password *", "New Password *", and "Confirm New Password *". Each field has a small eye icon to toggle visibility. At the bottom of the form, there is a "Save" button.

Screenshot (35)

Reference

User Guide for Agent User of WIPO File 2.2.1b, Revision 1.9