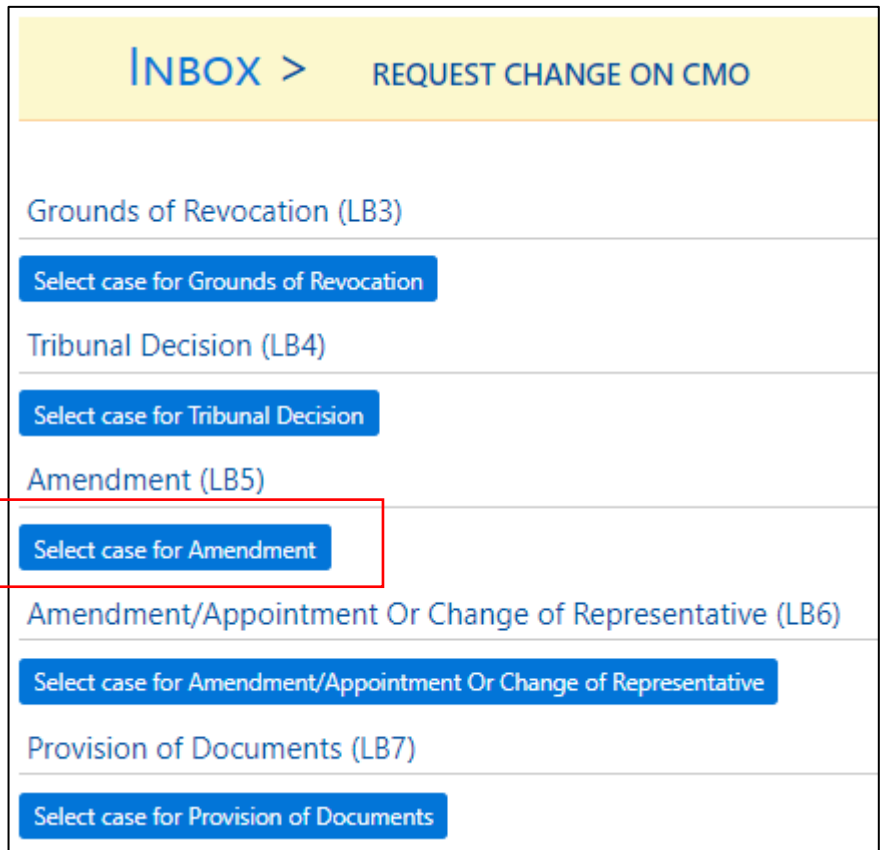
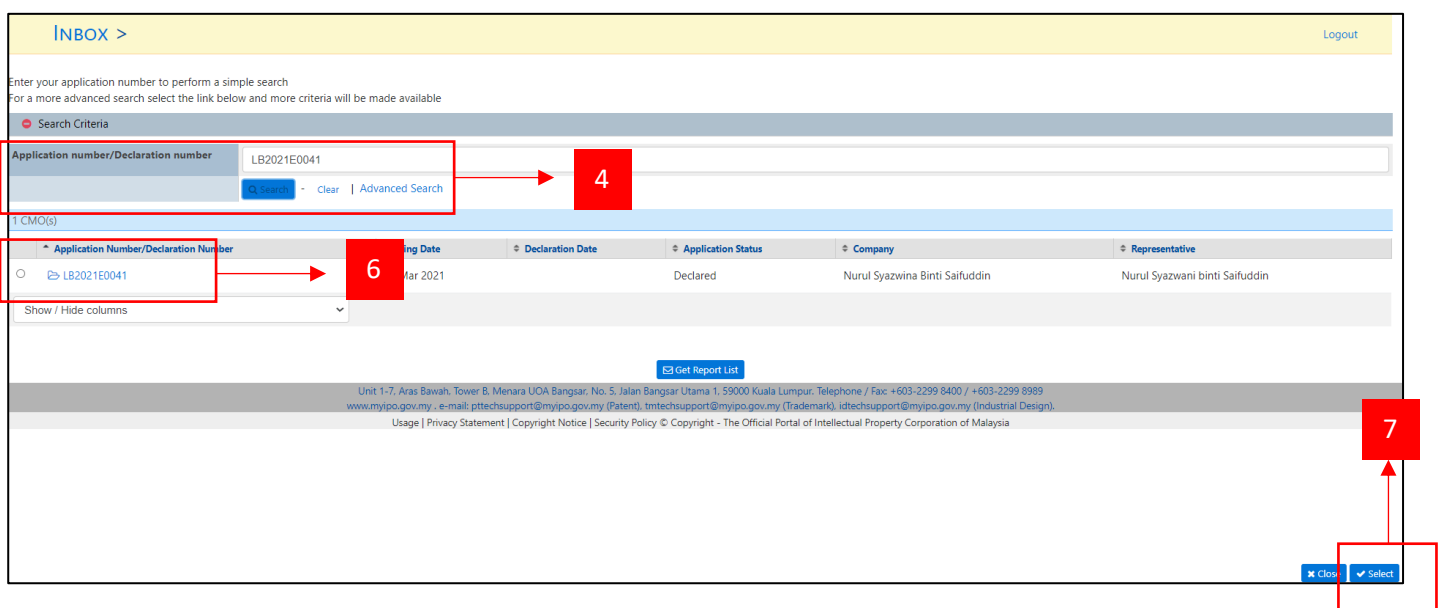


Apply CMO (LB5)



1. After log in at Extra, click "Maintain a CMO" under Copyright module.
2. Then, Extra click "Select case Amendment"



3. This page will be display after Extra click” Select case for Amendment”.
4. Extra need to enter Application number/Declaration number.
5. Extra also can enter “*” and system will display all application number that can apply for LB5.
6. Extra click bullets to choose the application number for LB5.
7. Then, extra click “Select” button.

Client Reference

Case Selected

Case Selected

1 CMO(s)

Application Number/Declaration Number	Filing Date	Declaration Date	Application Status	Company	Representative
LB2021E0061	11 Mar 2021		Declared	GOV 12	Nurul Syazriani binti Saifuddin

Section A: Applicant's Information & Details

Identify who the applicant is for this application. If you or your organisation are the applicant then select that you are acting as an agent. If not then you are acting as an agent on behalf of another person or organisation. Where appropriate add address.

I am acting in my own right Representative

Applicant

ID	Name	Agent Number	Address(es)
67341377	GOV 12		No. 7A, Jalan Ki 3a & Sekayen 3, Bangsar 59200 Kuala Lumpur (MY)

Correspondent

ID	Name	Address	Town	Post Code	State	Country
67341377	GOV 12	No. 7A, Jalan Ki 3a & Sekayen 3,	Bangsar	59200	Kuala Lumpur	MY

Address for Service

Default Address: No. 7A, Jalan Ki 3a & Sekayen 3, Bangsar, Kuala Lumpur 59200, Malaysia

Notification Method

Choose if you want to receive notifications by post or by email

Email Post

Section B: Submission to the Controller

Supporting Document(s)

Detail of the amendment

Payment

Fee Description	Fee Amount	Total
LBS - CIVIO GR Amendment	200.00	200.00
Total	200.00	200.00

Information

Mode

INBOX > EDIT DOCUMENT

Add Document

Type

Number of Pages

Source / File Upload

List of Copyright Owner and Members

Available file extensions are: doc,docx,bxt,rtf,pdf,xls,xlsx

Constitution

Document to justify a changed name

List of Copyright Owner and Members

Members Mandate and Deed of Assignments

Memorandum and Article of Association

Select file...

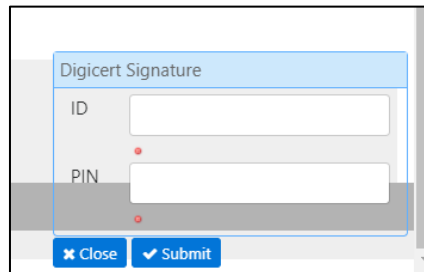
Browse ...

Unit 1-7, Aras Bawah, Tower B, Menara UOA Bangsar, No. 5, Jalan Bangsar Utama 1, 59000 Kuala Lumpur. Telephone / Fax: +603-2299 8400 / +603-2299 8989
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Close Continue

8. Choose identify, only the Company or its Legal Representative can submit the request.
9. After done choose identify, applicant and correspondent field will be auto populated. But extra user can also click search button to choose another person.
10. Extra user needs to uploads all the documents related to the modifications to perform, and provides details about them.
11. To add supporting document Extra user can click Add button.

12. Extra user can choose type of document that he wants to add.
13. Then click Browse button to find the document.
14. The list of members/member mandate/board/management must upload in Excel/Word/Pdf format and not in image format.
15. After done browse document, can click Continue button to do next step.



Digicert Signature

ID

PIN

16. After that, Intra user can key in DigiCert id and pin before click submit button to complete the application.
17. If the payment is success then application no will be given by the system and pop-up at the screen

